JANAM

XM65 User Guide

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Introduction

Janam's XM65 is the Windows Mobile device that brings together power, performance and price advantage like no other in its class. Small, light and fully rugged, the XM65 is the mobile computer that workers will want to use. Advanced barcode scanning, robust WLAN communication and long battery life make it the Windows Mobile solution that businesses will prefer. And its dazzlingly low price makes it easy to own.

About the Janam XM65

The XM65 is best-in-class, weighing less than 10 ounces and featuring the Freescale™ MX21 processor, 64MB SDRAM, 128MB NAND and a user accessible mini-SD card slot as well as a color, quarter-VGA display, backlit numeric keypad, WLAN and Bluetooth. The XM65 also meets IP54 sealing requirements and withstands multiple 4 foot/1.2 meter drops to concrete across a wide temperature range.

Purchase Considerations:
- **Size** = Small, light and pocketable
- **Weight =** Less than 10 ounces
- **Speed** = Fast Freescale MX21 processor
- **Memory** = Ample 64MB SDRAM, 128MB NAND
- **Screen size** = Full 3.5" color display
- **Construction** = Fully rugged

Like all Janam products, the XM65 features integrated 1D barcode scanning and built-in 2D barcode scanning capability. Janam's 2D scanning solution enables users to upgrade barcode scanning capability from 1D to 1D/2D on any device at any time with a simple firmware upgrade. So regardless of the type of barcode used today, the XM65 offers the flexibility to adapt as business needs change, without the need to invest in new hardware.

Hardware features

- » Microsoft® Windows Mobile® 5.0 Premium
- » High-performance barcode scanning
- » Small, light and truly pocketable
- » Backlit numeric keypad
- » Brilliant QVGA color display
- » Powerful computing performance
- » User-accessible mini-SD card slot
- » Wireless communication options (IEEE 802.11b/g and Bluetooth)
- » Sealed to IP54 standards
- » Withstands multiple 4 foot/1.2 meter drops to concrete across a wide temperature range
- » Full system of accessories

XM65 specifications

TECHNICAL

Operating System	Microsoft® Windows Mobile® 5.0 Premium
Processor	Freescale™ MX21-266MHz
Memory	64MB SDRAM 128MB NAND
Expansion	User accessible mini-SD card slot
Battery	Swappable 3.7V 1880mAh rechargeable Li-ion
Backup Battery	Rechargeable 20mAh Ni-MH

PHYSICAL

Dimensions	1.20" H x 3.11" W x 5.75" L / 30.5mm H x 79mm W x 146mm L
Weight	9.88oz / 280g
Keypad	Backlit numeric keypad
Display Size	2.17"W x 2.95"L / 55.0mm W x 75.0mm L
Display Type	262K colors TFT QVGA (240x320)
Touch Panel	Analog resistance type; stylus input

ENVIRONMENTAL

Operating Temp	14° to 122° F / -10° to 50°C
Storage Temp	-13° to 158°F / -25° to 70°C
Humidity	5% to 90% RH (no condensation)
Drop	Multiple 4ft / 1.2m drops to concrete on all sides across a wide temperature range
Water & Dust	IP54 Category II
Vibration	0.03 G^2/Hz from 20Hz to 2kHz; 1 hour random wave per axis
Electro Static Discharge (ESD)	+/- 15kVDC air; +/- 8kVDC contact
Sterilization	76.9% to 81.4% concentration alcohol rub
Ambient Light	450ft-candelas (artificial light); 8,000ft-candelas (sunlight)

INTERFACE FEATURES

Audio	Speaker and Microphone
Alerts	Vibration, LED indicators, audio beep
LED Indicators	Tri-color
Scan Triggers	Left, right, center buttons

DATA CAPTURE

Imager	1D/2D Adaptus® Imaging Technology; 752 x 480 pixel CMOS area imager
1D Symbologies	China Post, Codabar, Codablock F, Code 11, Code 16K, Code 32 Pharmaceutical (PARAF), Code 39, Code 49, Code 93 and 93i, Code 128, EAN-8, EAN-13, Interleaved 2 of 5, ISBT 128, Matrix 2 of 5, Korea Post, MSI, Plessey Code, PosiCode, Reduced Space Symbology (RSS-144, RSS Limited, RSS Expanded), Straight 2 of 5 IATA (two-bar start/stop), Straight 2 of 5 Industrial (three-bar start/stop), Telepen, Trioptic Code, UPC-A, UPC-A with Extended Coupon Code, UPC-E, UPC-E1
2D Symbologies	PDF417 (EAN-UCC Composite, MicroPDF417, PDF417, TCIF Linked Code 39, TLC39), 4-CB (4-State Customer Barcode), Australian Post, Aztec Code, Aztec Mesas, British Post, Canadian Post, Data Matrix, ID-tag (UPU 4-State), Japanese Post, KIX (Netherlands) Post, MaxiCode, OCR, Planet Code, Postnet, QR Code

DATA COMMUNICATION

IrDA	Standard v1.2 (up to 115,200bps)
USB	v1.1 client (up to 12Mbps), OTG support
WPAN	Bluetooth v1.2
WLAN	IEEE 802.11b/g radio, 2.4GHz

ACCESSORIES

Single-Slot Cradle Kit	RFID Reader	Stylus 5-Pack
Four-Slot Cradle Kit	Cable Cup	Stylus Tether
Modem Cradle Kit	Vehicle Charger	Nylon Holster
Larger Capacity Battery	Synching/Charging Cables	Adjustable Handstrap
Magnetic Stripe Reader	Battery Charger	Operating Case

SAFETY / REGULATORY

Safety	UL60950-1, CSA C22.2 No. 60950-1-03, EN60950-1:2001+A11, GS, NOM
EMI	FCC Part 15 Subpart B, EN55022:1998+A1: 200+A2:2003, EN55024:1998+A1:2000+A2:2003, ICES-003 Issue 4, AS/NZS CISPR 22:2004
RF	FCC Part 15 Subpart C and Subpart B, EN300 328 v1.6.1 (2004-11), EN301 489-1 v1.6.1 (2005-09), EN301 489-17 v1.2.1 (2002-08), RSS 210 Issue 6, COFETEL
Hazardous Locations	UL Listing (US and Canada) Class 1, Division 2, Groups A, B, C, D

082109XM65s7 *Specifications subject to change.*

Hardware overview

Front view

Indicator LED

Power on/off

LCD

Left trigger

Right trigger

Scan trigger

Programmable

Backspace

Home

Navigation

Programmable

Space

Shift

Function

Alpha/numeric shift

Connector

Enter

Top view

Barcode scan window

Power on/off

Bottom view

Syncing/charging connector

Back view

Hand strap

Stylus

Speaker

IrDA window

Stylus slot

Battery Compartment

Battery door

Micro[

Battery screw

Reset

2
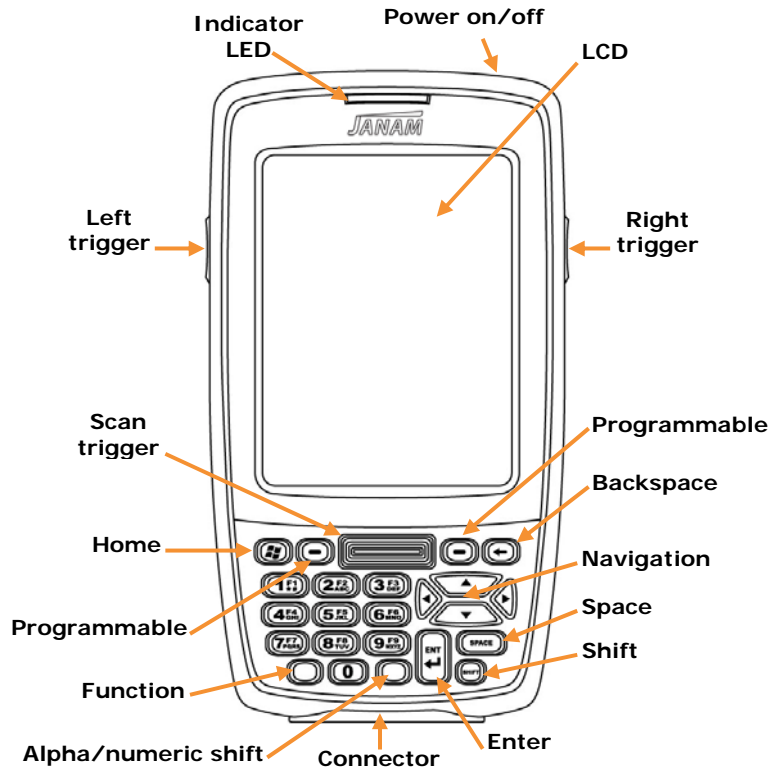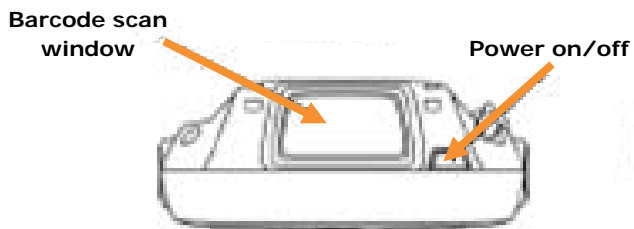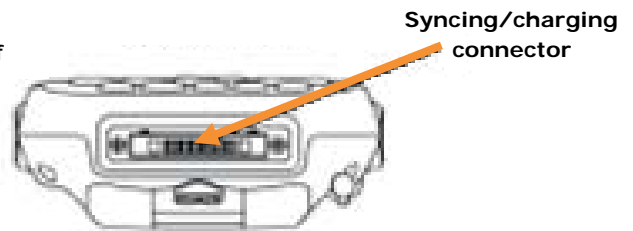
Get Started

Unpack your Janam XM65

Make sure you have the following:
» Janam XM65 handheld computer
» Janam authorized battery
» Hand strap and two screws to attach strap to device
» Charging accessory (ordered/packed separately) with one of the following kits:
- Single-slot cradle kit
- Four-slot cradle kit
- USB syncing/charging cable with AC adapter
- Serial syncing/charging cable with AC adapter

Recommended host computer configuration/requirements

The Janam XM Series Development Kit helps assist programmers with the development of applications for Janam XM Series rugged barcode scanners running the Microsoft® Windows Mobile® 5.0 Premium operating system. It contains all necessary details and instructions for developing applications that access Janam XM Series libraries, including scanning, imaging and hardware utilities.

The development kit is designed for use with Microsoft® eMbedded Visual C++ 4.0 (*SP4 or above*) or Microsoft Visual Studio 2005.

» IBM-compatible host computer with Pentium 450 MHz processor or higher
» Microsoft Windows XP Service Pack 2, Microsoft Windows 2000 Service Pack 4, Windows Server 2003 Service Pack 1 or Windows Vista
» 192 MB RAM (Recommended: 256 MB)
» Hard disk space:
- Without Microsoft Developer Network (MSDN): 1 GB on system drive and 2 GB on installation drive
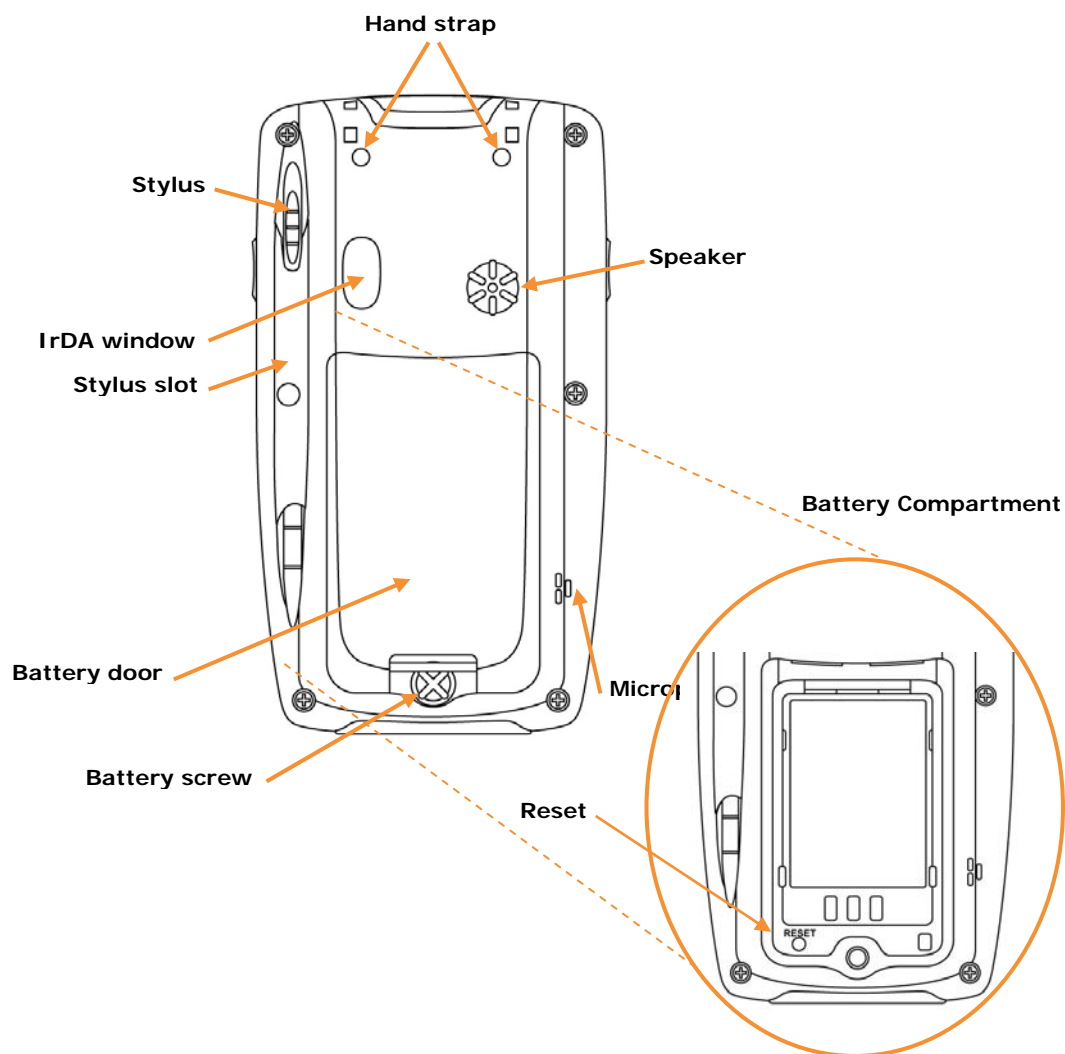- With MSDN: 1 GB on system drive; 3.8 GB on installation drive with a full installation of MSDN; and 2 GB on installation drive with a default installation of MSDN
» CD-ROM or DVD-ROM drive
» One available serial port
» Video minimum 800 x 600, 256 colors (Recommended: 1024 x 768, high color 16-bit)
» Microsoft mouse or compatible pointing device

Update your desktop software

Microsoft ActiveSync software is available at the Microsoft web site at http://www.microsoft.com.

Attach the hand strap

1. Align the holes at one end of the strap with the two holes on the back of the Janam XM65.
2. Using a screwdriver, insert the screws into the holes and turn clockwise.

Install the battery

IMPORTANT Battery Warning!
CAUTION: Use only Janam-approved batteries.
There is the risk of explosion if battery is replaced by an incorrect type.
Always dispose of used batteries according to the instructions.

1. To access the battery compartment, turn the **locking-screw counterclockwise** to open the latch and remove **battery cover**.
2. Position the **battery lift strap** against the back of battery well, ensuring tab extension is on left side.
3. Place a **Janam Lithium-ion rechargeable battery** in and snap into place.
4. Replace the **battery cover** by positioning the top prongs first and sliding into place. Tighten **locking screw** by turning clockwise.

To charge the battery:

> ⓘ **IMPORTANT NOTE!**
> *The main battery charges the backup battery in the XM65 series unit. When the main battery is fully charged, do not remove it from the unit for 24 hours. If the battery is removed during this period, the device cannot maintain any user data.*

To charge the battery using the USB syncing/charging cable or serial charging cable:
1. Connect the **power supply** to the USB syncing/charging cable or serial/syncing charging cable.
2. Connect **snap-on end of USB syncing/charging cable** or serial/syncing charging cable to bottom of XM65, making sure the word TOP on the connector faces front.
3. Insert **country-specific AC plug,** and **plug in the power supply**.
4. The LED will illuminate to confirm connection (orange indicates charging, green indicates fully charged and red indicates fault).
5. The battery is fully charged in approximately two hours.

To charge the battery using the single-slot or four-slot cradle:
1. Connect the **power supply** to the cradle.
2. Connect the **line cord** to the appropriate power supply.
3. Plug in the **power supply**.
4. Insert the **XM65** into the cradle. **Important note**: Proper insertion is required to ensure connection. Be sure to insert the device as follows:
   - Place the **XM65** in cradle well (seating the device without trying to join connectors).
   - Tilt-rotate the **XM65** forward (bringing the top end of the unit forward) as you apply downward pressure to fully insert in cradle well, joining connectors.
5. The LED will illuminate to confirm connection (orange indicates charging, green indicates fully charged and red indicates fault).
6. The battery is fully charged in approximately two hours.

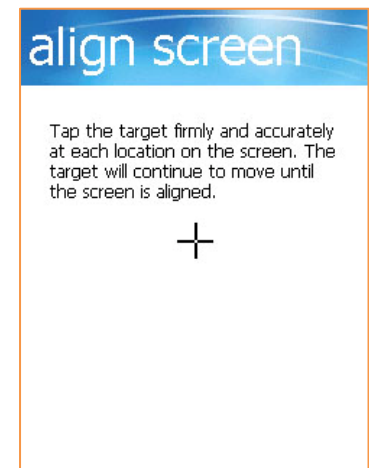## Remove the battery from spare battery charging well

Do not force-pull the battery from charging well. Follow these instructions to remove the battery:
1. While gently holding down with thumb, slip **index finger** down against the battery so that you feel the edge where the battery meets the cradle.
2. Press **down and forward** with index finger to lift battery edge.

Turn on the XM65

The first time the device is turned on, calibrate the screen using the stylus. The stylus is located on the back of the device. To calibrate, simply follow the onscreen instructions and remember to save your settings.

Note: If your XM65 came pre-loaded with a custom software application, a welcome utility may not appear. If this happens, follow the onscreen instructions.

align screen

Tap the target firmly and accurately at each location on the screen. The target will continue to move until the screen is aligned.

Understanding the today screen

Your XM65 mobile computer desktop includes the following status indicator icons displayed at the top and bottom of the screen and on the today screen. More details about the status indicators on the today screen are found in chapter 4, including customization options.

Start | Connectivity | Volume | Battery level | USB socket
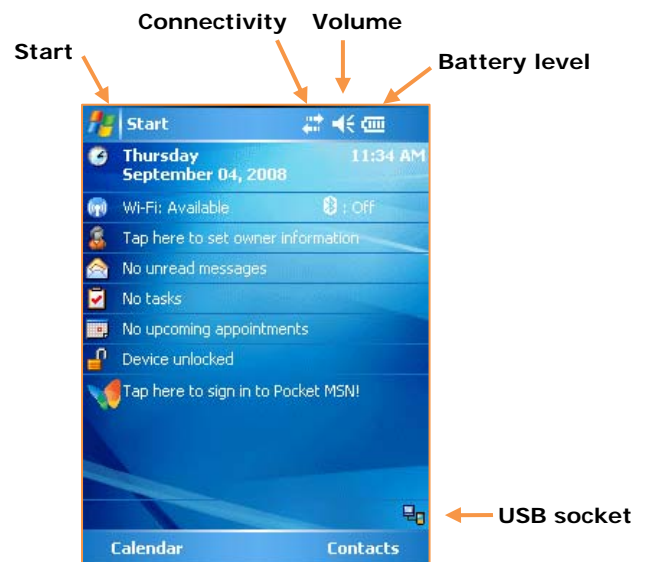
What do the status icons mean?

Indicator	Meaning	Indicator	Meaning
✉	New email or text message (SMS)		Pending alarm
	Battery level		Sync error
	Low battery	ⓑ	Bluetooth
	Battery charging		Wi-Fi ON
	No battery		Wi-Fi signal strength

Reset the XM65

To soft reset:

In most situations, a soft reset restarts the device and saves all stored records and entries. However, any data that has not been saved will be lost during a soft reset. To perform a soft reset, do the following:

1. Remove the **battery door** from the back of the unit.
2. Locate the **reset button**.
3. Using the stylus, press the **reset** button (one time).
4. Replace the **battery door**.

Or **for ROM version 1.4.1 or later:** Press and hold the Blue hard key. Press the power button until the display is extinguished then release the Blue key.

To hard reset:

A hard reset removes all files and data in non-persistent storage (RAM device storage). Be sure that all data is backed up before performing a hard reset. All data and files in persistent storage (\Application, \Platform and SD card) will remain intact following a hard reset.   To perform a hard reset, do the following:

1. Remove the **battery door** from the back of the unit.
2. Locate the **reset button**.
3. While holding the arrow-up key located on the front panel, right side of the computer, use the stylus to press the **reset** button (once). Continue to **hold the arrow-up key**.
4. After the reset has occurred and the calibration screen appears on the screen, release the **arrow-up key.**

Or **for ROM version 1.4.1 or later:** Press and hold the Yellow hard key. Press the power button until the display is extinguished then release the Yellow key.

ⓘ **IMPORTANT NOTE — BATTERY DOOR!**

*XM65 mobile computers feature a **battery door removal detection switch**. This is designed to protect against data loss if the battery is removed during data collection or processing. The system will not fully operate when the battery cover is removed. As a result of this feature, XM65 devices auto-matically create a safe state until the battery cover is secured, meaning a device will power-down until the battery door is closed. It will then recall and resume from the user's most recent screen when the battery door is fully in place.*

ⓘ **IMPORTANT NOTE — POWER-DOWN!**

Power-down: *Upon performing a reset, you may find that the device automatically powers-down shortly after the reset begins to take. This is a normal function of the battery door removal detection switch; the reset will hold. Simply secure the battery door and the XM65 device will resume activity at the last screen. While there is no technical reason to rush to secure the battery door, you may avoid the power-down activity by quickly securing the battery door.*

Further information on the bootloader and ROM update procedures are available upon request.
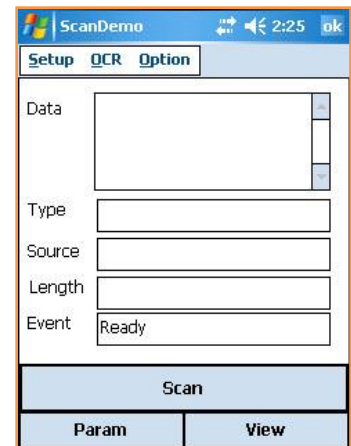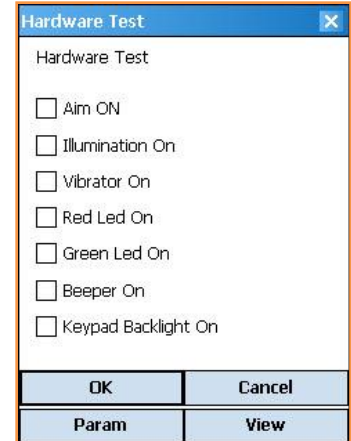
3
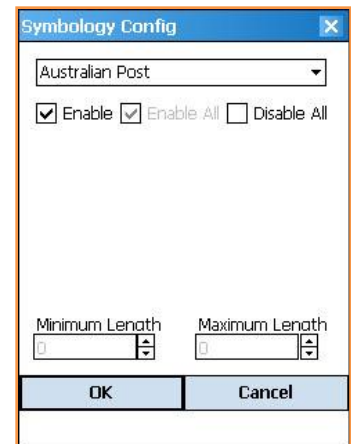
Barcode Scanning

The XM65 provides an easy migration path so that minimal application code changes are required for barcode scanning applications.

Barcode scanning demonstration and setup

To run the demo:

1. Tap 🎮 > **ScanDemo**.
2. Three menus will appear (setup, OCR, options) on the top of the screen.

3. In the setup menu, select **hardware test** to review all the functions of the scanner and determine if everything is working properly.
4. Select **each item individually** to verify that all hardware is working properly.
5. Tap **OK** to return to the main demo.

6. Select **setup** > **symbology config**.
7. Tap **enable all** to let the scanner decide the best method of decoding the barcode.
8. Tap **OK** to save.

9. Select **scan**.
   - Point the **scanner** at a barcode, and press any of the **barcode scan trigger buttons** on the XM65. The results will display after a successful scan.

Enable the ScanWedge feature

When the ScanWedge feature is enabled, data can be entered into the specified application by opening the application on the handheld and scanning a barcode.

1. Go to [icon] > **programs** > **ScanWedge**.
2. Select **enable** from the *ScanWedge* menu.

3. Choose **setup** > **symbology config** from the top menu. You can then select **enable all** to enable every type of barcode or manually select the barcode symbologies you need.
4. Tap **OK**.

> ⓘ **IMPORTANT NOTE!**
> *The ScanWedge function will be disabled if manual scanning is initiated either by a command API or by using the Janam Barcode Test program.*

Unlock 2D scanning

All of Janam's mobile computers can be upgraded in the field to read both 1D and 2D barcodes with a simple firmware upgrade (Part Number 2D-XP-1). With each upgrade, a key code is provided that unlocks 2D scanning capability on the device. To purchase an upgrade for your XM65, contact your authorized Janam dealer.

You will need to provide the product imager ID number so the appropriate five-digit key code sequence can be assigned. To access the imager ID number, follow these steps:

To get your imager ID number:

1. Tap 🔳 > **settings** > **system** > **XM65 panel.**
2. Select **info**.
   - The scanner ID info shows the unique number for each XM65 device.

After receiving your five-digit key code, follow these steps to enable 2D scanning.

1. Go to 🔳 > **settings > system.**
2. **Scroll down** and tap **XM65 panel icon** on the bottom tabs.
3. Select **scanner** tab.
4. Enter your **five-digit key code > unlock.**
   - A *successful unlock* notification will appear.
5. Tap **ok** to close the screen.

ⓘ **IMPORTANT NOTE!**

Remember to keep a record of your five-digit key code. The unlock code will be maintained in the unit's system after a soft reset, but it will need to be re-entered after a hard reset.
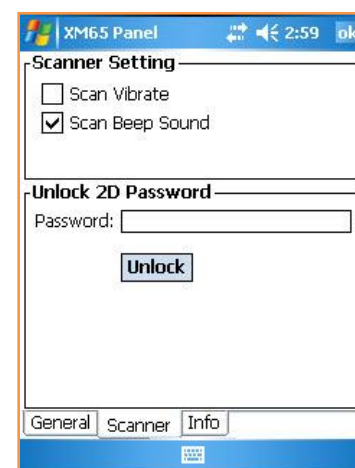
Enable ScanCapture feature

The ScanCapture demo enables you to capture normal images.

To take a single image:

1. Click **single**.

2. A preview appears on the screen.
3. Click **save**.
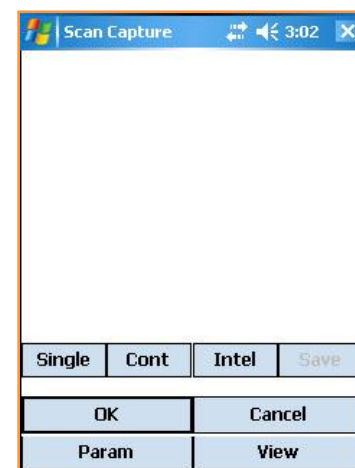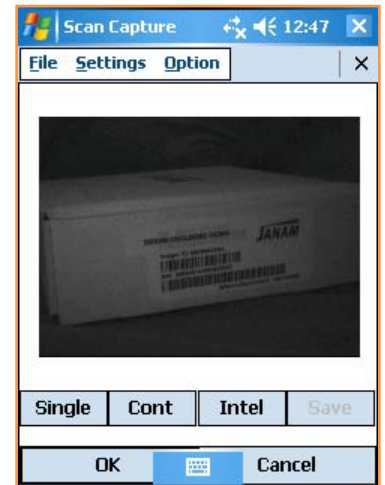4. Enter **image's name** and **select folder**.
5. Click **OK**.
6. Below is the image that is captured.


To use continuous preview:
1. Click **cont or continue button**.
2. Click **button again** to stop preview.

4

Set up your Janam XM65

Locate front panel controls

- **Power button (on top of device).** Pressing the power button turns the handheld computer on (if it is off) and returns to the last screen that was displayed. Press the power button to turn the handheld computer off.
- Use the **backlight** to illuminate the screen in low-light conditions. Hold down the power button for about two seconds to turn the backlight on and off.
- Janam XM65 **screen.** Displays the applications and data stored in your handheld computer. It is touch-sensitive and responds to the stylus.
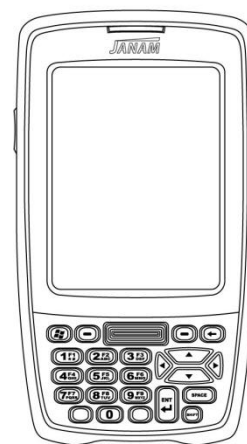
Locate back panel components

- **Stylus channel.** Holds the stylus. To use the stylus, remove it from the channel, and hold it as you would a pen or pencil.
- **IR port.** Uses infrared technology to transmit and receive data to and from other handheld computers and to perform ActiveSync operations.
- **Reset button (located under battery cover).** Under normal use, you should not have to use the reset button.
- **USB/serial connector.** Connects your handheld computer to a PC via a USB or serial cable. You can also insert the XM65 into a Janam cradle.
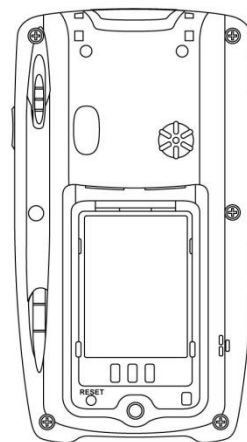
Tap versus click

Tapping is the basic action used to execute tasks, so use the stylus to tap elements on your handheld computer's touch-sensitive screen. You can drag the stylus to select text, or use the stylus to drag the slider of any scroll bar.

> ⓘ **IMPORTANT NOTE!**
> *Always use the point of the stylus for tapping or making strokes on the handheld computer screen. Do not use a pen, pencil or any other sharp object to write on the screen.*

Realign (or recalibrate) the screen

The first time you start the Janam XM65 handheld computer, setup instructions will appear onscreen. These instructions include a calibration screen or digitizer. Calibration aligns the internal circuitry of the handheld computer with its touch-sensitive screen. Then, your handheld computer can detect the task you want to perform whenever you tap an element on the screen. You can also recalibrate your screen at any time.

To recalibrate (or realign) your screen:

1. Tap ![] > **settings.**
2. Select **system** on the tab at the bottom of the screen.
3. Select the **screen icon** > **align screen**, and follow the **onscreen instructions**, tapping the screen where indicated.

Overview of the today screen

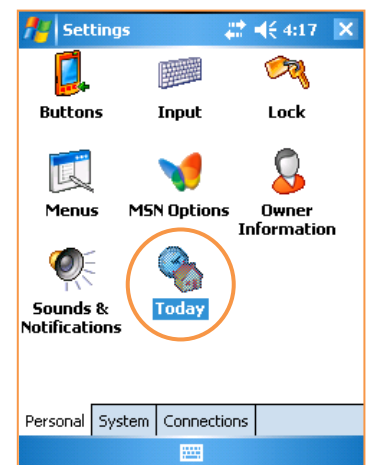The today screen shows your upcoming appointments, active tasks, wireless status and information about email messages. You can tap any section of the today screen to open the program you need.

The today screen is also accessible by tapping ![] > **settings** > **today.**

Customize the today screen

Date / time →
Connectivity →
Owner information →
Messaging →
Tasks →
Appointments →
Security →

← Background

Calendar →

← Contacts

To choose a background / theme:
1. Tap ⊞ > **settings** > **today**.
2. On the **appearance** tab, select the **desired theme** for the background.

To add a custom background image:

> ⓘ **IMPORTANT NOTE!**
>
> *Pictures can affect the readability of text on the today screen.*

- Select the **use this picture as the background** check box, and tap **browse** to view a list of your picture files.
- In folder, select the **folder** that contains the picture you want to use.
- In type, select the **file type** of the picture.
- Tap the **file name** of the picture you want to use.
- Tap **OK.**
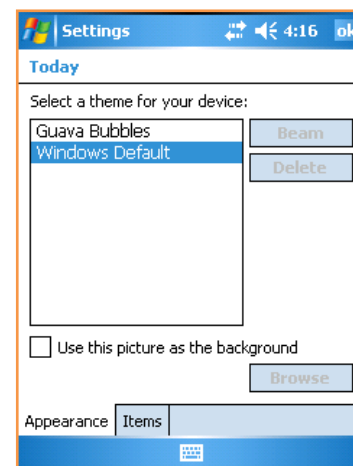
To copy pictures from your PC:
- For more information on copying files from your PC to your device, see ActiveSync Help on your PC.

To select/change the order of appearance:
- On the items tab, select the **items** you want to appear on the today screen.
- Change the order by tapping **the item** and then tap **move up or move down.**

Change language and regional settings

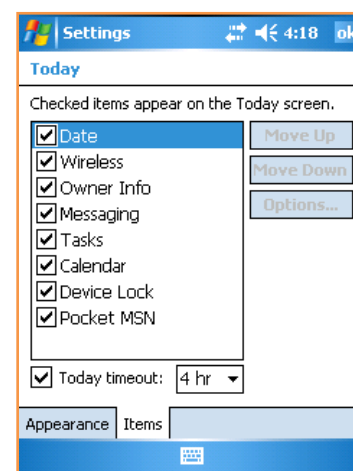Your Janam XM65 comes with a variety of regional, language and input settings that are preset before your device is shipped. To change these settings, follow the directions below.

⚠️ **WARNING:** If you change to a language other than English, you will have to perform a **hard reset**, which will **erase all data** on your handheld computer. If you have data you need to save, perform an ActiveSync operation before you change languages.

The style in which numbers, currency, dates and times are displayed is specified in regional settings.

1. Tap 🏁 > **settings** > **system** tab > **regional settings**.
2. On the region tab, select your **region and language**.
3. Do one of the following:
   - On the time tab, select the **time display options** you want.
   - On the date tab, select the **date display options** your want.
4. To customize settings further, tap the **appropriate tabs** and select the **desired options**.
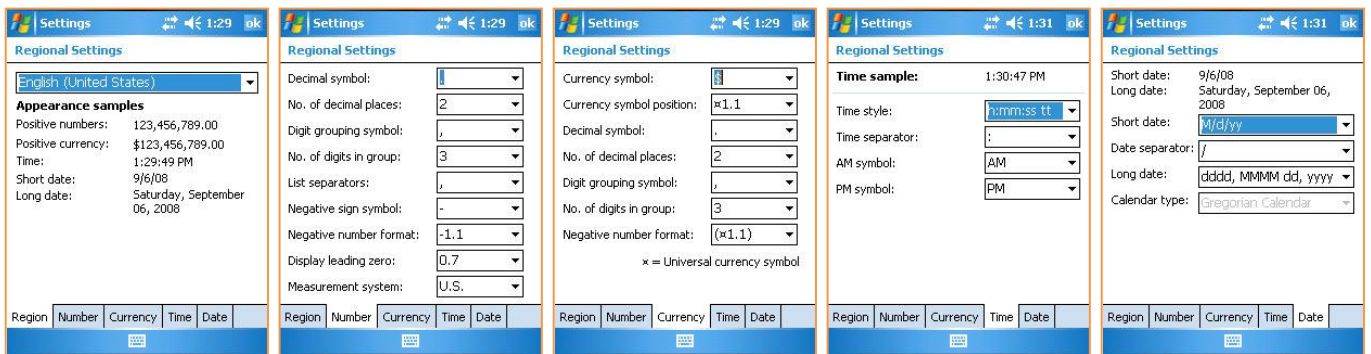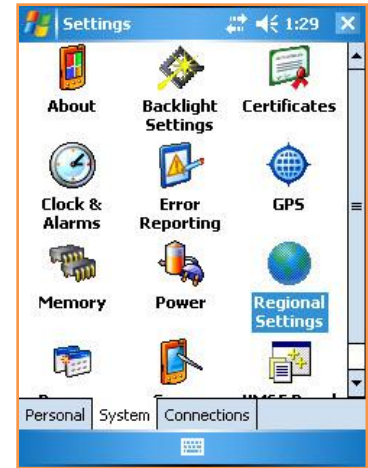
Change the date and time display

To set the time and date:

1. Tap 🏁 > **settings** > **system** tab > **clock & alarms**.
2. Select the correct **time zone,** and change the **date or time**.
3. Choose **alarms** tab to set regular reminders.
4. Choose **more** tab to add/remove the clock on the title bar in all programs.

Shortcut: To access clock & alarms, tap on the **date and time area** on the today screen, if already displayed.

Note: During synchronization, the time on your device is updated with the time on your PC.
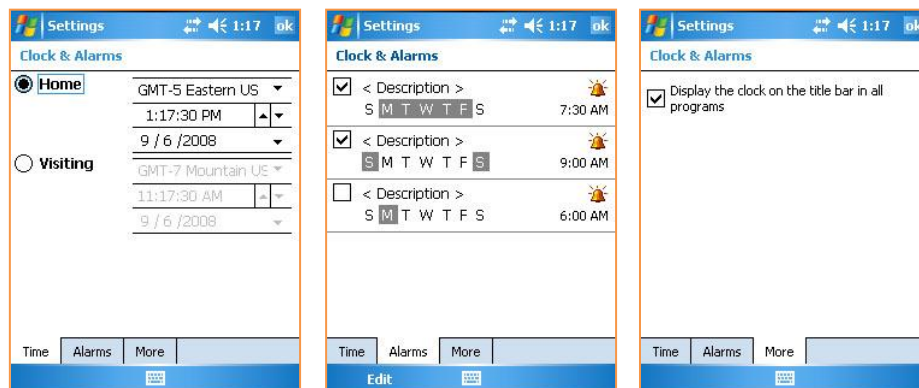
To set the time and date for a different location:

1. Tap [icon] > **settings** > **system** tab > **clock & alarms**.
2. Tap **visiting**.
3. Select the correct **time zone,** and change the **time or date**.

> **Tip:** Select visiting to choose a different time zone if you are travelling to another location or frequently communicate with someone in another time zone.

Owner identification and password protection

1. Tap [icon] > **settings** > **personal** tab > **owner information**.
2. On the identification tab, enter your **personal information**.
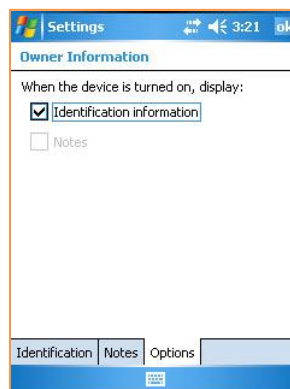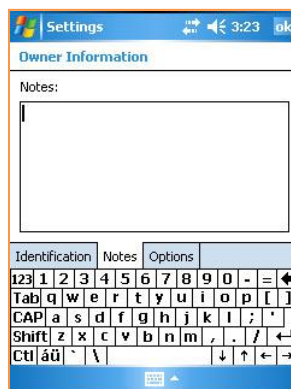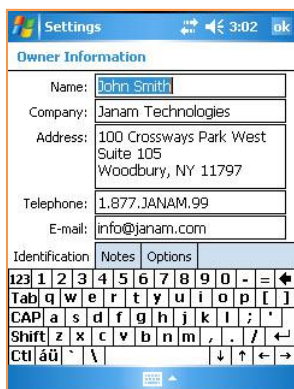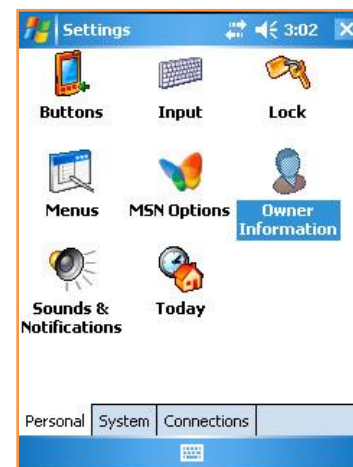
To display owner information on the today screen:

1. Tap [icon] > **settings** > **personal** tab > **owner information**.
2. On the options tab, select the **identification information** check box.
3. On the options tab, select the **notes check box** if you want additional text displayed, such as: Reward if found.
4. On the notes tab, enter the **additional text**.

To protect your device with a password:

1. Tap [icon] > **settings** > **personal** tab > **lock**.

2. Select the **prompt if device unused for** check box, and select the option from the dropdown menu.
3. In the password type box, select the **type of password** you would like to use **–** simple PIN or strong alphanumeric. Enter the **password** and, if necessary, **confirm** the password.
4. On the hint tab, enter a phrase to help you remember your password. The hint displays after the wrong password is entered four times.
5. Tap **OK**. You will be prompted to enter your password the next time you turn on your Janam XM65.

> ⓘ **IMPORTANT NOTE!**
>
> *Each time a wrong password is entered, the time the device takes to respond will get longer and longer until the device appears to be not responding. If you forget your password, you must reset your device.*

To change your password:

1. Tap > **settings** > **personal** tab > **lock**. Enter your current password.
2. In the password box, enter your **new password**.
3. On the hint tab, enter a **phrase** to help you remember your new password. The hint displays after the wrong password is entered four times.
4. Tap **OK**.

Enter text or data

You can enter data into your Janam XM65 in several ways. For more details, see the entering information in chapter 5.

Data Entry	Method
Barcode scanner	Use the 1D and 2D (optional) scanning feature to quickly and accurately capture text and images.
Synchronizing	Use ActiveSync to exchange information between your PC and device.
Typing	Use input panel to enter typed text by tapping keys on the onscreen keyboard or by using handwriting recognition software.
Writing	Use the stylus like a pen to write directly on the screen.
Drawing	Use the stylus like a pen to draw a picture directly on the screen.

Backlight and brightness preferences

To change backlight preferences:

1. Tap > **settings** > **system** tab > **backlight settings**.
2. Select **battery** and make your **changes** in the dropdown menu.
3. Adjust the **backlight intensity** as necessary.
4. Select **external**, and make your **selections** from the dropdown menu.
5. Adjust the **backlight intensity** as necessary.
6. Click **OK**.
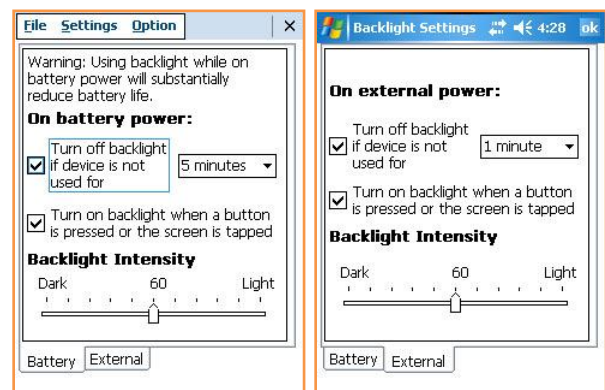
Battery power

To make the battery last longer:
1. Tap 🎯 > **settings** > **system** tab > **power**.
2. On the advanced tab, **specify when your device turns off** to conserve battery power. For optimum conservation, specify 3 minutes or less.
3. Use the AC adapter to plug your device into external power whenever possible.
4. Adjust the **backlight settings** as shown.
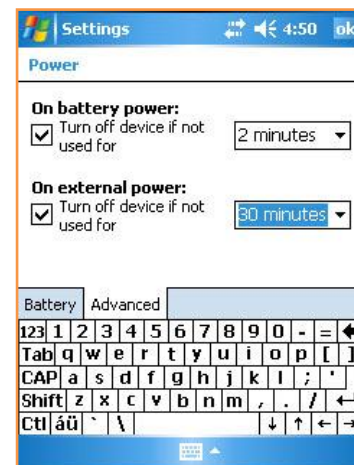
Scrolling speed

To adjust the speed for scrolling:
1. Tap 🎯 > **settings** > **personal** tab > **buttons** > **up/down control** tab.
2. Do one of the following:
   - Under delay before first repeat, move the **slider** to shorten or lengthen the time that elapses before scrolling begins.
   - To change the time it takes to scroll from one item to the next, under repeat rate, move the **slider** to adjust the speed.
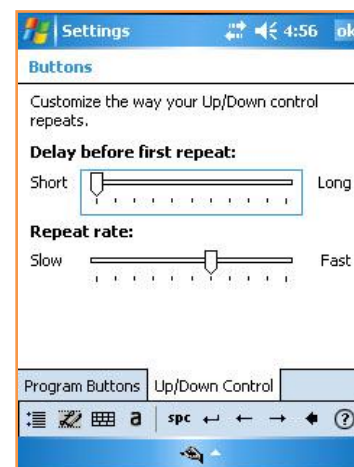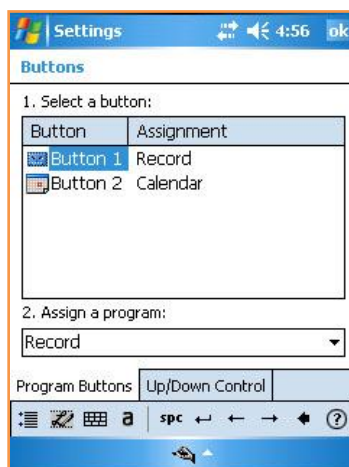
Adjust volume

1. Tap the 🔊 on the top command bar.
2. Move the indicator **up or down** to adjust volume.
3. Click **off** to turn volume off completely.
4. Click on the **handheld's background** to close the popup.

Enable sounds and notifications

1. Tap or select the **events and programs** to enable sounds.
2. Select the **notifications** tab to assign notifications to specific events.
3. Select the **event** in the dropdown menu, tap **play sound** checkbox and choose **sound**.
4. Click **ok**.

Device name

Your XM65 may already be named, which is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

> ⓘ **IMPORTANT NOTE!**
> *If you synchronize multiple devices with the same PC, each device must have a unique name.*
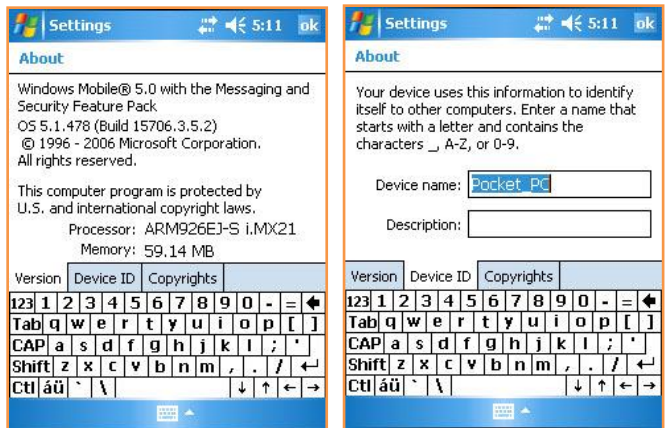
To change the device name:

1. Tap 🏁 > **settings** > **system** tab > **about**.
2. Tap the **device ID** tab.
3. Enter a **name**. The device name must begin with a letter, consist of letters from A to Z, numbers from 0 to 9, and cannot contain spaces. Use the underscore character to separate words.

Customize the start menu

1. Tap 🏁 > **settings** > **personal** tab > **menus**.
2. Select the **check boxes** of the items you want to appear in the start menu (up to seven items).

Open applications

To open an application:

1. Tap 🏁 > **programs**.
2. Select the **application** you want to open.
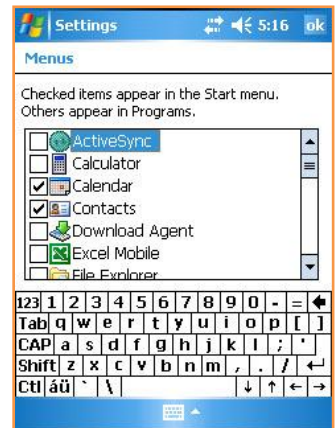
Remove applications

To remove a program:

1. Go to 🏁 > **settings** > **control panel**.
2. Double-tap **remove programs** icon.
3. Select the **program** you want to delete, and click **remove**.
4. Click **OK**.

Keypad

To lock the keypad:
1. Tap > **today**.
2. Tap **device unlocked**. The lock icon will change to a closed lock.

To unlock the keypad:
1. At the bottom of the today screen, tap **unlock.**
2. Tap **unlock** again.

Accessibility for people with disabilities

You can customize your device so that the screen and items on the screen are easier to see. You can also choose how to be notified about events or actions with sounds, flashing lights, messages on the screen or vibrations. The following features enable you to adjust the settings accordingly, based on your needs:

» Adjust the brightness of the backlight
» Increase or decrease the size of the text on the screen
» Use ClearType for screen text
» Adjust the volume for sounds
» Choose how to be notified about events or actions
» Customize the start menu
» Change the text input method
» Change the zoom level for entering text
» Increase the size of the keyboard keys

5

Entering Information

Entering information on the XM65

You can enter information in several ways, depending on the type of device you have and the program you are using.

Type	How
Barcode scanning	Use the barcode scanning to capture data and images.
Typing	Use input panel to enter typed text by tapping keys on the onscreen keyboard or by using handwriting recognition software.
Writing	Use the stylus like a pen to write directly on the screen.
Drawing	Use the stylus like a pen to draw a picture directly on the screen.
Synchronizing	Use ActiveSync to exchange information between your PC and device. For more information on ActiveSync, see chapter 11.

Using the barcode scanner

You can also get data and images by scanning barcodes into the handheld computer. See chapter 3 for more details.

Using the input panel (onscreen keyboard)

The input panel provides access to the various input methods available on your device.

By default, input panel appears on the menu bar as shown to the right. The icon indicates which input method is currently selected. The input selector arrow opens a list of available input methods.

To show or hide input panel, tap the input panel icon on the menu bar.

Icon	Indicates the selected input method is:
	The onscreen keyboard.
	Letter recognizer or block recognizer.
	Transcriber (if available).

Keyboard shortcuts

When you use the onscreen keyboard, you can use shortcut keys as an alternative to menu commands when working in programs on your device.

To	Tap	To	Tap
Copy the selected text	**CTRL+C**	Undo the last action	**CTRL+Z**
Cut the selected text	**CTRL+X**	Redo the last action	**CTRL+Y**
Paste the text	**CTRL+V**	Make the selected text bold	**CTRL+B**
Close a program	**CTRL+Q**	Make the selected text italic	**CTRL+I**
Open a new file	**CTRL+N**	Make the selected text underlined	**CTRL+U**

Change the screen orientation

1. Tap > **settings** > **system** tab > **screen**.
2. On the general tab, tap the **screen orientation** you want, and tap **OK**.

Using the onscreen keyboard

To enter text:
You can enter text by tapping keys on the keyboard that is displayed on the screen. The onscreen keyboard is available when text entry is possible.
1. In a program, tap the **input selector** arrow, and then **keyboard**.
2. Enter **text** by tapping keys on the onscreen keyboard.

To increase the size of the keyboard keys:
1. Tap the **input selector** arrow > **options**.
2. In the **input method** list, select **keyboard** > **large keys**.
3. Enlarge the keys even more by selecting the **use gestures for the following keys** check box. Fewer keys will appear on the keyboard, but you can do gestures for space, backspace, enter and shift+key.

To change the zoom level for entering text:
1. Tap > **settings** > **personal** tab > **input**.
2. Tap the **options** tab, and change the **zoom level** as desired.
3. Tap **OK**.

To use ClearType for screen text:
1. Tap > **settings** > **system** tab > **screen** > **ClearType** tab.
2. Select the **enable ClearType** check box.

To increase or decrease the size of text on the screen:
1. Tap > **settings** > **system** tab > **screen** > **text size** tab.
2. Move the **slider** to increase or decrease the text size.

To change word completion options:

1. Tap ⊞ > **settings** > **personal** tab > **input**.
2. Tap the **word completion** tab, select the **suggest words when entering text** check box, and **specify the settings**.
3. Tap **OK**.

To turn on automatic scrolling:

You can change input settings so that as you enter text in a program, scrolling occurs automatically when the text reaches the bottom of the screen.

1. Tap ⊞ > **settings** > **input**.
2. Tap the **options** tab, and select the **scroll upon reaching the last line** check box.
3. Tap **OK**.

To change input panels:

1. The standard alpha keyboard is the default.
2. For numeric, tap on **123** keyboard in the upper left corner of the main keyboard.
3. For international, tap on **áü** key in the lower left corner of the alpha keyboard.

Alpha

Numeric

International

Using block recognizer

Use a single stroke to write letters, numbers, symbols and punctuation, which are converted into typed text. Block recognizer is available when text entry is possible.

To enter text using block recognizer:

1. From a program, tap the **input selector** arrow and then **block recognizer**.
2. Write **characters, numbers and symbols** in the designated writing area.
   - Enter **letters** by writing in the abc (left) area of the box.
   - Enter **numbers** by writing in the 123 (right) area of the box.
   - Enter **symbols and punctuation** by tapping in either area of the box and then writing the desired character.

> **TIP:** For help with writing characters with block recognizer, tap the **question mark** near the writing area.

Using letter recognizer

With letter recognizer, you can write individual letters, numbers and punctuation and have them converted into typed text. It's available when text entry is possible.

To enter text using letter recognizer:
1. From a program, tap the **input selector** arrow and then **letter recognizer**.
2. Write **characters, numbers and symbols** in the designated writing area.
   - Enter **capital letters** by writing in the ABC (left) area of the box.
   - Enter **lower case letters** by writing in the abc (middle) area of the box.
   - Enter **numbers** by writing in the 123 (right) area of the box.
   - Enter **punctuation and symbols** by tapping in either area of the box and then writing the desired character.

Using transcriber

Transcriber works transparently in the background of programs that accept user input, so you must have one of these programs open.

To start transcriber:
1. Start a **program** such as Word Mobile.
2. Tap the **input panel icon** at the bottom center of the screen and tap the **input selector arrow**.
3. Tap **transcriber**. The transcriber introductory screen appears.

To show or hide the transcriber toolbar:
The transcriber toolbar, which appears at the bottom of the screen when transcriber is open, provides easy access to several tools – enter, space and backspace buttons, and left and right arrow buttons.
- From a program, tap the **transcriber** icon at the bottom of the screen.

Tap	To
▤	Open the **options** dialog box, where you can set options such as writing direction, text entry and shorthand.
⬚	Open **letter shapes**, where you can set your personal writing styles to maximize recognition.
⌨	Use the miniature keyboard to quickly enter numbers, punctuation and other symbols.
a	Change the character recognition mode. • **a** mode. This is the default for optimum handwriting recognition. • **123** mode. Numbers and some letters are allowed and the calculator is activated. • **A** mode. All letters are automatically capitalized. If you are in **A** or **123** mode, recognition returns automatically to the default mode once you lift the stylus.
spc	Insert a space at the cursor.
↵	Insert a paragraph return at the cursor.
←	Move the cursor one space to the left.
→	Move the cursor one space to the right.
◀	Move the cursor one space back and erase any text.
ⓘ	Open the transcriber help.

To set transcriber startup options:
1. From a program, tap ⊞ on the transcriber toolbar.
2. On the **quick settings** tab, set any of the following options:
   - In recognition, tap the **language transcriber** recognizes.
   - In writing direction, tap the **picture** that most closely represents the angle at which you write on your device. For example, if your writing slants to the left, tap the second option.
   - Select the **intro screen** check box to display the short introductory screen when transcriber first opens.
   - Select the **sound** check box to turn on transcriber sounds.

To set transcriber text entry options:
1. From a program, tap ⊞ on the transcriber toolbar.
2. On the **inking** tab, set any of the following options:
   - Adjust the **recognition delay** slider.
   - Select the **add space after** check box to add a space after each word that transcriber recognizes.
   - Under **pen**, choose the line width and color for handwriting.
   - Tap **match letter shapes to your writing** to open the letter shapes feature where you can train transcriber to recognize your handwriting.

To write with transcriber:
Transcriber allows you to write in cursive, print or a combination of both.
1. From a program, position the **cursor** where you want text to appear.
2. Use the stylus to **write anywhere on the screen**. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To use the transcriber calculator:
1. From a program, tap ⓐ on the transcriber toolbar until **123** is selected.
2. Write **the equation**. If you write 2+2=, transcriber returns 2+2=4.

To match letter shapes to handwriting:
1. From a program, tap ⊞ on the transcriber toolbar.
2. On the **inking** tab, tap **match letter shapes to your writing**.
3. At the bottom of the letter shapes screen, tap the **character** you want to explore.
4. At the top of the screen, double-tap the **picture** of this character.
   The character slowly redraws, showing the handwriting sequence.
5. Tap how often you write the character in that way: **often**, **rarely** or **never**.
6. Click **OK** when you are finished.

To optimize handwriting recognition for transcriber:
If transcriber does not recognize your handwriting as accurately or quickly as you'd like, you can optimize handwriting recognition.
- Select the **writing direction** picture that best matches the slant of your handwriting.
- Use **letter shapes** to eliminate letter shapes that you do not use or to learn methods of writing characters that will make them easier for transcriber to recognize.
- Try **writing** in another format. If you have been printing, try writing cursive, or if you have been writing in both cursive and print, try printing alone.
- Adjust the **speed** at which transcriber returns text after you write.
- Add a **user dictionary** that contains special terms you may be using, such as medical or legal terms.

You can also verify that you are using your letter shapes user profile.

To edit text using transcriber:
1. From a program, draw **a line across the text** you want to edit. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
2. Do either of the following:
   - Use **gestures** to capitalize letters or insert a space.
   - Use **handwriting recognition** alternates to quickly correct text and add words to the transcriber dictionary.

To create a dictionary for transcriber:
1. On your PC, use a program such as notepad, and type each term you want to include in the dictionary on a separate line.
2. When you are finished, on the **file** menu, click **save as**.
3. In the **save as type** box, select **all files**, and enter a name for the file using a .dct extension (for example, *mydictionary.dct*).

To create shorthand for entering words:
1. From a program, tap 🔳 on the transcriber toolbar.
2. On the **advanced** tab, under **shorthand**, tap **settings**.
3. In the **transcriber: shorthand** dialog box, tap **add**.
4. Tap **text expansion**, and tap **next**.
5. Write the **shorthand** you want to use, then enter the **replacement text** to display.
6. Tap **finish**, then tap **OK**.

To use the transcriber keyboard
- From a program, tap ⌨ on the transcriber toolbar. The keyboard remains visible until you tap the button again.

> **TIP:** To reposition the keyboard, tap and hold the **title bar and drag** to the desired location. With no text selected, you can also open the keyboard by doing this gesture.
>
> ⇅

To create shorthand that will open a program:
1. From a program, tap 🔳 on the transcriber toolbar.
2. On the **advanced** tab, under **shorthand**, tap **settings**.
3. In the **transcriber: shorthand** dialog box, tap **add**.
4. Tap **run program**, and tap **next**.
5. Write the shorthand text you want to use, then select the program you want transcriber to run when you write the shorthand.
6. Tap **finish**, then tap **OK**.

> ⓘ **IMPORTANT NOTE!**
> *The next time you write the shorthand text, the appropriate program will open.*

To set up shorthand functions:
1. From a program, tap 🔳 on the transcriber toolbar.
2. On the **advanced** tab, under **shorthand**, tap **settings**.
3. In the **transcriber: shorthand** dialog box, tap **add**.
4. Tap **function** > **next**.
5. Write the **shorthand** you want to use and then tap the **function** the shorthand represents.
6. Tap **finish**, and tap **OK**.

To use handwriting recognition alternates:

1. From a program, draw **a line across the word** you want to correct or add to the dictionary.
   After you lift the stylus, the line will disappear and the word will be highlighted.

2. Do the **quick correct** ⇕ **gesture**.

3. On the **alternates** menu, do one of the following:
   - To correct the selected word, tap the **word** you want to replace it with.
   - To add the selected word to the dictionary, tap **add to dictionary**.

To use gestures in transcriber:

Use quick strokes of the stylus to edit your text. Do the enter, space and tab gestures while writing text to insert returns, spaces or tabs.

Do	To
←⌐	Insert a paragraph return at the cursor. The horizontal portion of the gesture must be at least two times longer than the vertical portion.
⌐→	Insert a space at the cursor. The horizontal portion of the gesture must be at least two times longer than the vertical portion.
←	Move the cursor one space back and erase any text. Do the gesture by drawing a line from right to left.
⇕	Open the menu of alternate words if a word is selected or the onscreen Transcriber keyboard if no text is selected. Do the gesture by drawing a line straight down and back up.
↑	Change the capitalization of a selected letter, word, or block of text. Do the gesture by drawing a line straight up.
⇕	Undo the last action. Do the gesture by drawing a line straight up and back down.
⇒	Copy the selected text. Do the gesture by drawing a line from left to right and back.
⇐	Cut the selected text. Do the gesture by drawing a line from right to left and back.
∧	Paste copied or cut text. Do the gesture by drawing a line from the lower left of the screen diagonally up toward the right and back down to the right.
⌐→	Insert a tab. The horizontal portion of the gesture must be at least two times longer than the vertical portion.

TIP: You can also use the **enter, space, and backspace buttons** on the transcriber toolbar.

To match letter shapes to handwriting:

Use the letter shapes feature to match your handwriting to a series of letter shapes recognized by transcriber or to learn methods of writing characters that transcriber will recognize more easily.

1. From a program, tap 🔲 on the transcriber toolbar.
2. On the **inking** tab, tap **match letter shapes to your writing**.
3. At the bottom of the letter shapes screen, tap the **character** you want to explore.
4. At the top of the screen, double-tap the **picture of this character**. The character slowly redraws, showing the handwriting sequence.

5. Tap how often you write the character in that way: **often**, **rarely** or **never**.
6. Click **OK** when you are finished.

To save a letter shapes user profile:

You can save a user-specific letter shapes profile that you can open each time you use transcriber.

1. From a program, tap 🖼 on the transcriber toolbar.
2. Match the **appropriate letter shapes** to your handwriting.
3. When finished, tap **file** > **save**.
4. Enter a **name** for the user-specific letter shapes profile and select the type (.LSS is the default) and location for the file.
5. Tap **save**.

> ⓘ **IMPORTANT NOTE!**
>
> *To open a letter shapes profile, tap **file > open** > double-tap the **profile**.*

To select a letter shapes user profile:

The transcriber letter shapes feature supports two profiles, master and guest. The master profile is not affected by any changes made to the guest profile.

1. From a program, tap 🖼 on the transcriber toolbar.
2. Tap **file** and one of the following:
   - **Master** if you are the primary user.
   - **Guest** if you are not the primary user.

To add a dictionary to a device:

To add a dictionary to your device, the PC and the device must be connected and synchronized.

1. On the PC, open **ActiveSync** and click **explore**.
2. Copy the **dictionary file** (a file with a .dct extension) to the **dictionaries** folder on your device.
3. On the device, open a program and select transcriber as the input method. If the introductory screen appears, tap **OK** to close it.
4. On the transcriber toolbar, tap 🖳.
5. On the **advanced** tab, under **dictionaries**, tap **settings**.
6. In the **transcriber: dictionaries** list, select the check box next to the new dictionary, and tap **OK**. The dictionary is now ready for use by transcriber.

To change the text input method:

Depending on your preference, you can use the onscreen keyboard or a handwriting recognition feature such as Block Recognizer, Letter Recognizer, and Transcriber to enter text in programs.

> **TIP:** You can also change the text input method from within a program by tapping **the input selector arrow** and tapping an **input method**.

1. Tap 🪟 > **settings** > **personal** tab > **input**.
2. On the **input method** tab, select block recognizer, letter recognizer or transcriber.
3. Tap **OK**.

Block recognizer	Use a single stroke to write letters, numbers, symbols, and punctuation which are then converted into typed text. Do gestures to enter return and backspace.
Keyboard	Tap keys on the keyboard displayed on the screen to enter text.
Letter recognizer	Write individual letters, numbers, and punctuation which are converted into typed text.
Transcriber	Write in cursive, print or mixed handwriting (consisting of both cursive and print) and convert your writing into typed text.

Import data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another device, you can transfer the data to your Janam XM65 handheld computer without having to key it in manually. See chapter 11 for more details on how to transfer files and applications.

6

Calendar, Contacts and Tasks

General information for all programs

Why use categories?

Use categories to group related contacts, tasks and appointments.

To create a category:

1. From the program, tap an **existing item or create a new one**.
2. Do one of the following:
   - For an existing item in calendar and tasks, tap **edit** > **categories**.
   - For an existing item in contacts, tap **menu** > **edit** > **categories**.
   - For a new item in calendar, contacts and tasks, tap **categories**.
3. Tap **new**, enter the category name and tap **done**. The new category is automatically assigned to the item.
4. Tap **OK**.

> ⓘ **IMPORTANT NOTE!**
>
> *Categories are shared between your appointments, contacts and tasks. A category will remain in the list of shared categories as long as it is assigned to at least one appointment, contact or task.*

To assign a category to an item:

1. From the program, tap the item you want a category assigned to.
2. Do one of the following:
   - In calendar and tasks, tap **edit** > **categories**.
   - In contacts, tap **menu** > **edit** > **categories**.
3. Select the category you want, and tap **OK**.
4. Tap **OK**.

To add a note to an item:

1. From the program, tap the item you want to add a note to. In calendar, you must be in agenda or day view.
2. Do one of the following:
   - In calendar and tasks, tap **edit** > **notes** tab.
   - In contacts, tap **menu** > **edit** > **notes** tab.
3. Tap **OK**.

⇨ See additional information about notes at the end of this chapter.

Calendar

Use calendar to schedule and display your appointments on the today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC.

You can look at your appointments in day, week, month and agenda views. For details, tap the appointment.

To schedule an appointment:

1. Tap [icon] > **calendar**.
2. Tap **menu** > **new appointment**.
3. Enter **information**. To schedule an all-day event, in the all day box, tap **yes**.
4. Tap **OK**.

To cancel an appointment:

5. Tap [icon] > **calendar**.
6. Tap **menu** > **delete**.

> ⓘ **IMPORTANT NOTE!**
>
> *All-day events do not occupy blocks of time in calendar; instead, they appear in banners at the top of the calendar.*

TIP: To have the time entered automatically in day view, tap the time slot for the new appointment, and tap **menu** > **new appointment**.

To make an appointment or a task recurring:

1. From the program, tap the **item** you want to make recurring.
2. Tap **edit**, and in the occurs box, tap a **recurrence pattern**.
3. Tap **OK**.

TIP: Create your own recurrence pattern by tapping **edit** > **occurs** > **edit pattern**. Follow the steps in the wizard to customize how frequently the appointment recurs as well as when it ends.

To remove the recurrence from an appointment or a task:

1. From the program, tap the **item** from which you want to remove the recurrence.
2. Tap **edit** > **no**.
3. In the occurs box, tap **edit pattern** > **remove recurrence** > **OK**.

To set a reminder for an appointment:

1. From the program, tap the **item** you want to set a reminder for.
2. Tap **edit**, and in the **reminder** box, tap **remind me**. In calendar, the default reminder is set 15 minutes before an appointment.
3. Tap **OK**.

To choose how you are reminded:

1. Tap [icon] > **settings** > **personal** tab > **sounds & notifications**.
2. On the **sounds** tab, choose how you want to be notified by selecting the **appropriate check boxes**.
3. On the notifications tab, in event, tap an **event name** and choose how you want to be notified by selecting the **appropriate check boxes –** choose special sound, message or flashing light.

To change views in calendar:

1. Tap [icon] > **calendar**.
2. Tap **menu** > **view** and select the view you want.

View	See
Agenda	Your current day's activities at a glance. Upcoming appointments are bold; past appointments are dimmed.
Day	Your schedule for a single day in a day-planner layout. Free and busy times in time slots of 1/2 hour or 1 hour.
Week	Your schedule for the whole week.
Month	Your free and booked days for a month: ▼ : morning appointment ◢ : afternoon appointment ■ : morning and afternoon appointments □ : all-day event with time not marked free
Year	A calendar for the entire year.

ⓘ **IMPORTANT NOTE!**

In month view, a date will appear in red when the holiday category is assigned to any appointment for that day.

To change the display of the work week:

You can customize your calendar so that a work week starts on Sunday or Monday and has from five to seven days.

TIPS: You can also change the view by tapping agenda, day, week, month or year on the menu bar. To see your appointments for the current day, tap [icon] > **today.**

1. Tap [icon] > **calendar**.
2. Tap **menu** > **options** and do one or both of the following:
   - To specify the first day of the week, in the **1st day of week** box, tap **Sunday** or **Monday**.
   - To specify the number of days you want to appear in a work week, in the **week view** box, tap **5-day week**, **6-day week** or **7-day week**.
3. Tap **OK**.

Contacts

To create a contact:

1. Tap [icon] > **contacts**.
2. Tap **new** > enter the **contact information**.
3. Tap **OK**.

ⓘ **IMPORTANT NOTE!**

If your contact list has been filtered by a category when you create a contact, that category is automatically assigned to the new contact.

To create a contact from an existing one:
1. Tap > **contacts**.
2. **Tap and hold** the contact you want to copy.
3. Tap **copy contact**.
4. Tap the **copy of the contact** > **menu** > **edit**.
5. Change the **contact information** as needed and tap **OK**.

To change contact information:
1. Tap > **contacts**.
2. Tap the **contact**.
3. Tap **menu** > **edit** and enter the **changes**.
4. Tap **OK**.

To add a picture to contact information:
1. Tap > **contacts**.
2. Tap the **contact** > **menu** > **edit**.
3. Tap **picture**.
4. Tap the **picture** to add.

To remove a picture from contact information:
1. Tap > **contacts**.
2. Tap the **contact** > **menu** > **edit**.
3. Tap **menu** > **remove picture**.

To create a contact from a message:
1. From the open message, tap **menu** > **save to contacts**.

To copy a contact from a SIM to a device:
1. Tap > **contacts**.
2. Tap the **contact**.
3. Tap **menu** > **save to contacts**.

To work with the contact list:
1. Tap > **contacts**.
2. In the contact list, do any of the following:
   - In name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to name view, tap **menu** > **view by** > **name**.
   - To see a summary of information about a contact, tap the **contact**.
   - To see a list of available actions for a contact, tap and hold the **contact**.
   - To see a list of contacts employed by a specific company, tap **menu** > **view by** > **company**. Then, tap the **company name**.

TIP: To display a greater number of contacts, tap **menu > options**, select the **show contact names only** check box, and clear the **show alphabetical index** check box.

To send contact information:
1. Tap > **contacts**.
2. Select the **contact**.
3. Tap **menu** > **send contact** > **text message**.
4. Select the **contact information** >**done**.
5. In the new text message, enter the **address** > **send**.

To find a contact:

1. Tap [icon] > **contacts**.
2. If you are not in name view, tap **menu** > **view by** > **name**.
3. Do one of the following:
   - Begin **entering a name or phone number** in the provided text box until the contact you want is displayed. To show all contacts again, tap the **text box** and clear the text, or tap the **arrow** to the right of the text box.
   - Use the **alphabetical index** displayed at the top of the contact list.
   - Filter the list by categories. In the contact list, tap **menu** > **filter**. Then, tap a **category** you've assigned to a contact. To show all contacts again, select **all contacts**.

To send a message to a contact:

1. Tap [icon] > **contacts**.
2. Tap the **contact**.
3. Tap the **address**.
4. Tap the **account**.

> **TIP:** To quickly add a contact's address to a new message, tap the To, Cc, or Bcc line, and tap **menu > add recipient**. Tap the contact you want to send the message to and choose the address if necessary.

Tasks

Use tasks to keep track of things you need to do. If you use Outlook on your PC, you can synchronize tasks between your device and PC so that tasks you create or update on your PC will also be updated on your device and vice versa.

> **Tip:** To quickly see the number of active tasks you have, tap [icon] > **today**.

To create a task:

1. Tap [icon] > **programs** > **tasks**.
2. Tap **new**, enter a **subject** for the task, and fill in **information** such as start and due dates.
3. When finished, tap **OK**.
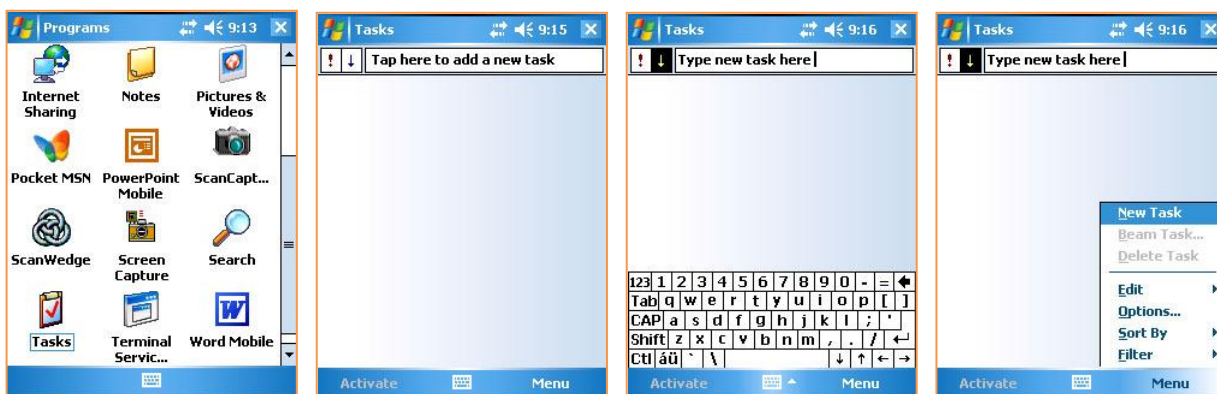
> ⓘ **IMPORTANT NOTE!**
>
> *An easy way to create a task is to copy an existing one. In the task list, select the task you want to copy. Tap **menu > edit > copy**, and then tap **menu > edit > paste.***

To make a task recurring:

1. From the program, tap the **item**.
2. Tap **edit**, and in the occurs box, tap a **recurrence pattern**.
3. Tap **OK**.

To set the start and due date for a task:

1. Tap 🏁 > **programs** > **tasks**.
2. Tap the **task** you want to set start and due dates for.
3. Tap **edit** and do one or both of the following:
   - Tap **starts** to enter a start date for the task.
   - Tap **due** to enter a due date for the task.
4. Tap **OK**.

To set a reminder for an appointment or a task:

1. From the program, tap the **item** you want to set a reminder for.
2. Tap **edit**, and in the reminder box, tap **remind me**. The default reminder is set at 8:00 in the morning on the day a task is due.
3. Tap **OK**.

> ⓘ **IMPORTANT NOTE!**
> *To set a reminder for a task, you must first set a due date.*

To change the priority of a task:

1. Tap 🏁 > **programs** > **tasks**.
2. Tap the **task** you want to change the priority for.
3. Tap **edit** and in the priority box, tap a **priority level**.
4. Tap **OK**.

> **TIP:** To filter your tasks further, tap **menu** > **filter** > **active tasks** or **completed tasks**.

> ⓘ **IMPORTANT NOTE!**
> *All new tasks are assigned a normal priority by default.*
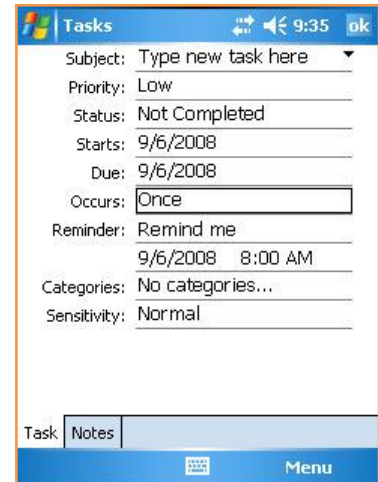
> **TIPS:** You can easily create a short, to-do type task. Simply tap the **tap here to add a new task** box, enter a **subject** and press **ENTER**. If the task entry box is not available, tap **menu** > **options** and select the **show tasks entry bar** check box.

To mark a task as private:
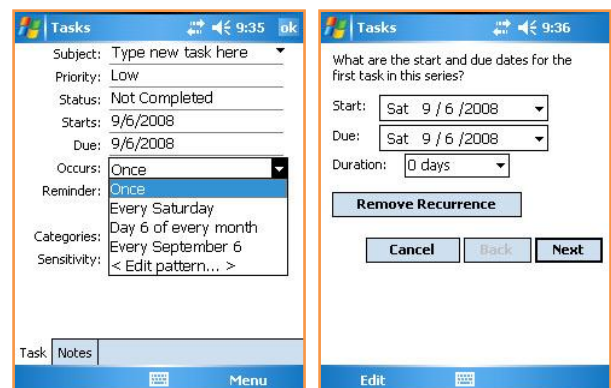
1. Tap 🏁 > **programs** > **tasks**.
2. Tap the **task** you want to mark as private.
3. Tap **edit** and in the sensitivity box, tap **private**.
4. Tap **OK**.

To remove the recurrence from a task:

1. Tap the **task** > **edit**.
2. In the occurs box, tap **edit pattern**.
3. Tap **remove recurrence**.
4. Tap **OK**.

To show start and due dates in the task list:

1. Tap ![icon] > **programs** > **tasks**.
2. Tap **menu** > **options**.
3. Select the **show start and due dates** check box.
4. Tap **OK**.
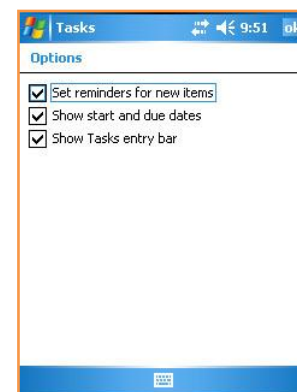
To locate a task:

1. Tap ![icon] > **programs** > **tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **menu** > **sort by** and tap a **sort option**.
   - Filter the list by category. Tap **menu** > **filter**, and tap the **category** you want displayed.

Synchronize calendar, contacts and tasks

Calendar appointments, contacts, and tasks stored on your device can be synchronized with similar items on your PC or Exchange Server. The items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures) when synchronizing with your PC, but are removed when synchronizing with a server.

For more information on synchronization, see ActiveSync Help on the PC.

7

Internet Explorer Mobile Options

To use Internet Explorer:
1. Set up a **connection to your ISP** or corporate network by following the instructions detailed in chapter 12.
2. Tap **start** > **Internet Explorer** to display the default page.

Set internet options and viewing

To choose a home page:
1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **general** tab.
2. Do one of the following:
   - To use the displayed page as your home page, tap **use current**.
   - To use the default home page, tap **use default**.

> **TIPS:** To go to your home page, tap **menu** > **home**.
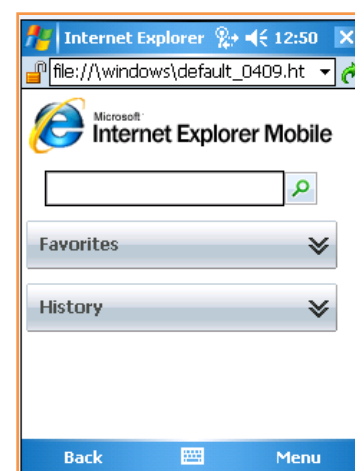
To change the size of text on Web pages:
- In Internet Explorer Mobile, tap **menu** > **zoom**, and tap the **size** you want.

To view a page in full screen mode:
- In Internet Explorer Mobile, tap **menu** > **view** > **full screen**.

> **TIP:** To exit full screen mode, tap and **hold anywhere on the screen**, and tap **full screen** to cancel the selection.

To change how Web pages fill the screen:
1. In Internet Explorer Mobile, tap **menu** > **view**.
2. Tap one of the following:
   - **One column**. Arranges the content into one column that is as wide as the screen.
   - **Default**. Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll.
   - **Desktop**. Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

Cookies and security settings

> **TIP:** To prevent Internet Explorer Mobile from accepting any cookies, clear the **allow cookies** check box.

To change cookies and security settings:
1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **security** tab.
2. Select the check boxes for the options you want, and click **OK**.

Favorites

To add a favorite:
1. In Internet Explorer Mobile, go to the **page** you want to add.
2. Tap and hold the **page**, and tap **add to favorites**.
3. Confirm or change the name and select a folder for storing the favorite.

To add a folder in favorites:
1. In Internet Explorer Mobile, tap **menu** > **favorites** >**add/delete** tab.
2. Tap **new folder** > enter a **folder name** > **add**.

To delete a favorite or folder:
1. In Internet Explorer Mobile, tap **favorites** > **add/delete** tab.
2. Select the **item** you want to delete, and tap **delete**.

Temporary internet files and history

To delete temporary Internet files:
1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **memory** tab.
2. Tap **delete files**.

> **TIP:** To change the number of days that links are stored the history list, change the number in the **day(s)** box.

To clear the history list:
1. In Internet Explorer Mobile, tap **menu** > **tools** > **options** > **memory** tab.
2. Tap **clear history**.

Web files

To download and save a file from the Web:
1. In Internet Explorer Mobile, go to the **page** that contains the file you want to save.
2. Tap **file** > **save as**.
3. In the name box, enter a **new name** for the file.
4. Do any of the following:
   - In the folder list, tap the **folder** where you want to save the file.
   - In the location list, select where you want to store the file: **main memory**.
5. Tap **OK**.

To copy text from a Web page:
1. In Internet Explorer Mobile, tap and hold the **page** > **select all text**.
2. Tap and hold the **page** > **copy**.

To save a picture from a Web page:
1. In Internet Explorer Mobile, tap and hold the **picture** > **save image**.
2. Do one of the following:
   - To save the picture in my pictures on your device, tap **yes**.
   - To save the picture in another location such as a storage card, tap **save as**.

Performance

To improve browser performance:
1. In Internet Explorer on your PC, on the tools menu, click **internet options**.
2. Click the **advanced** tab.
3. Under browsing, clear the **use smooth scrolling** check box.

8

Messaging

Overview

You can send and receive Outlook email, Internet email through an Internet service provider (ISP) and text messages. You can also access email from work using a VPN connection. Email in the Outlook email account is sent and received through synchronization with a PC using ActiveSync. Text messages are sent and received through your wireless service provider using a phone number as the message address.

To set up an email account:

1. Tap 🎨 > **messaging**.
2. Tap **menu** > **tools** > **new account**.
3. Select **other (POP3/IMAP)** > **next.**
4. Enter your **email address** > **next**. Auto configuration attempts to download necessary email server settings so that you do not need to enter them manually.
5. When **auto configuration** has finished, tap **next**.
6. Enter **your name** > **username** > **password**.

If **auto configuration** is successful, your user name is already entered. Tap **next** > **finish** or **options** to access additional settings

If **auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually.
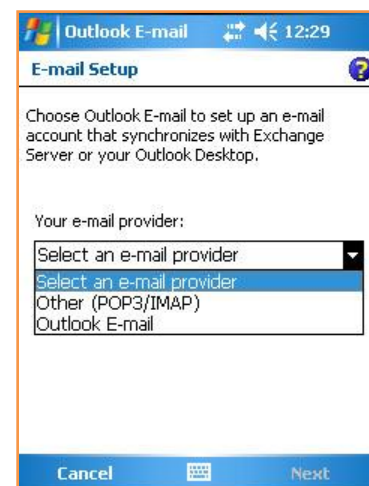
Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your email address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password.
Domain	Not required for an account with an ISP. May be required for a work account.
Account type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account (work or home), which cannot be changed later.
Incoming mail server	Enter the name of your email server (POP3 or IMAP4).
Outgoing mail server	Enter the name of your outgoing email server (SMTP).
Require SSL connection	Select this to ensure you always receive email for this account using an SSL connection. If your ISP does not support an SSL connection, you will not be able to connect.
Outgoing mail requires authentication	Select this if your outgoing email server (SMTP) requires authentication.
Use separate settings	Select this if your outgoing email server requires a different user name and password than the ones you entered before.

Setting	Description
Outgoing server settings:	
User name	Enter your user name for the outgoing email server.
Password	Enter your password for the outgoing email server.
Domain	Enter the domain of the outgoing email server.
Require SSL for outgoing mail	Select this to ensure you always send email from this account using an SSL connection. If your ISP does not support an SSL connection, you will not be able to send email.
TIPS:	You can set up several email accounts in addition to your Outlook email account. However, you cannot add a new account while connected. Tap **menu** > **stop send/receive** to disconnect.

To delete an email account:

1. Tap 🪟 > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. **Tap and hold** the account name, and tap **delete**.

> ⓘ **IMPORTANT NOTE!**
> *You cannot delete your text message account.*

To change email download options:

1. In the message list, tap **menu** > **tools** > **options**.
2. Select the **email account**.
3. Tap **next** until you reach **server information**.
4. Tap **options**.
5. Enter your **changes** on the next three screens, and tap **finish**.

> **TIPS:** To send and receive messages automatically, tap **connect and check for messages** and enter a **time interval**. To change options for an Outlook email account, tap 🪟 > **ActiveSync** > **menu** > **options**.

Folders

To delete all messages and folders:

1. Tap 🪟 > **messaging**.
2. Tap **menu** > **tools** > **clear**. All messages and folders that are linked to the selected account are cleared, and memory is expanded on the device without deleting messages on the server. The next time you connect, the messages and folders are downloaded again.

> **TIP:** Default folders (drafts, outbox, inbox, deleted items and sent items) cannot be renamed or deleted.

To manage folders:

1. Tap **menu** > **go to** > select the **account**.
2. Tap **menu** > **tools** > **manage folders**.
3. Do one of the following:
   - To create a subfolder, tap and hold a **folder** > **new**.
   - To change the name of a folder, tap and hold the **folder** > **rename**.
   - To delete a folder and its contents, tap and hold the **folder** > **delete**.
   - To select a folder for synchronization in an Outlook email or IMAP4 account, select the **check box** next to the folder.

Composing and sending messages

To compose and send a message:
1. In the message list, tap **menu** > **go to**, and select the **account** > **new**.
2. Enter the **email address** or **text message address** of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from contacts, tap **to**.
3. Enter your **message**. To quickly add common messages, tap **menu** > **my text**, and tap a desired message.
4. To check the spelling, tap **menu** > **spell check**.
5. Tap **send**.

> **TIPS:** To enter symbols, tap **shift** using the onscreen keyboard. To set the priority, tap **menu** > **message options**. If you want to know when a text message is received, before sending the message, tap **menu** > **message options** and then select **request message delivery notification**.

To add an attachment to a message:
1. In an open message, tap **menu** > **insert** and tap the **item** you want to attach: **picture** or **file**.
2. Select the **file** you want to attach. (Embedded objects cannot be attached to messages.)

To create or change a message signature:
1. Tap 🗔 > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. Tap **accounts** tab > **signatures**.
4. Select the **account** for which you want to create or change a signature.
5. Select the **use signature with this account** check box if it is not already selected.
6. Select the **use when replying and forwarding** check box if wanted.
7. Enter a **signature** in the box.
8. To stop using a signature, clear the **use signature with this account** check box.

> **TIP:** You can use a different signature with each messaging account.

To receive attachments:
You can also download attachments automatically with your messages if you have an Outlook email or IMAP4 email account.

For Outlook email accounts:
1. Tap 🗔 > **ActiveSync**.
2. Tap **menu** > **options**.
3. Tap **email** > **settings**, and then select **include file attachments**.

For IMAP4 email accounts or VPN server connections:
1. Tap 🗔 > **messaging**.
2. Tap **menu** > **tools** > **options**.
3. Tap the name of the IMAP4 account.
4. Tap **next** until you reach **server information** and tap **options**.
5. Tap **next** twice, and select **get full copy of messages** and **when getting full copy, get attachments**.

> **TIPS:** Embedded images and objects cannot be received as attachments. An embedded message can be viewed as an attachment when using IMAP4 to receive email. However, this feature does not work if TNEF is enabled so that you can receive meeting requests.

To move a message:

1. In the message list, tap and hold the **message**. To select multiple messages, **tap and drag**. Then, tap and hold the **selected messages**.
2. Tap **move**.
3. Select **where** you want to move the message and tap **OK**.

> ⓘ **IMPORTANT NOTE!**
>
> *If you use a POP3 account and you move email messages to a folder you created, the link is broken between the messages on the device and their copies on the email server. This means that you will no longer have access to messages moved to folders created from anywhere except the device.*

To receive meeting requests in email:

You can receive meeting requests if you receive your email messages through ActiveSync. When connecting, the email server must be running Microsoft Exchange Server version 5.5 or later. However, to receive meeting requests on Microsoft Exchange Server 5.5, do the following:

*   Ask your system administrator to activate rich text format (RTF) and TNEF support for your account.
    o   With TNEF enabled, you will not receive messages that are included in other messages as attachments.
*   Change email download options if your account is not set up to receive attachments.
*   If the server is running Microsoft Exchange Server 2000 or later, you will automatically receive meeting requests in your inbox.

After you are set up to receive meeting requests, do the following:

1. Open the **meeting request**.
2. Tap **accept** or **menu** > **tentative** or **menu** > **decline**.

To find a message:

1. Tap 🪟 > **programs** > **search**.
2. Enter the subject, sender's name, or message body text. If you have looked for this message before, in the **search for** box, select the name from the list.
3. In **type**, tap **messaging** to narrow your search.
4. Tap **search**.
5. In the **results** list, tap the message you want to open.

To sort the message list:

1. In the message list, tap the **sort list** (labeled **received** by default) and select a **sort option**.
2. Select the **option again** to reverse the sort order (ascending to descending).

Download messages

To download messages from the server:

1. Tap **menu** > **go to**, and select the **account**.
2. Tap **menu** > **send/receive**.

> **TIPS:** To read the entire message, tap **menu** > **download message** while in the message window. In the message list, **tap and hold** the message, and then tap **menu** > **download message**.

> **TIPS:** To delete a service, **tap and hold** the service, and tap **delete**. While synchronizing your Outlook email account, disable any directory services you have installed by clearing the **check name against this serve**r check box. This helps avoid getting error messages when messaging tries to verify names against the service that you are not connected to.

Synchronizing Outlook Email

When you synchronize Outlook email on the PC with your device, email messages are synchronized as follows:

- Messages in the inbox folder on your PC or Exchange Server are copied to the inbox folder of the Outlook email account on your device. You can also specify that the subfolder synchronize as well.
- Messages in the outbox folder on your device are transferred to Exchange Server or Outlook and then sent from those programs.
- When you delete a message on your device, it's deleted from your PC or Exchange Server the next time you synchronize.
- The default sync settings are to synchronize messages from the last three days only, the first .5 KB of each new message, and not to sync file attachments.

> **TIPS:** To keep copies of sent messages, in the messaging list, tap **menu** > **tools** > **options** > **message** tab > **keep copies of sent items in sent folder** check box. If your account is an Outlook email or IMAP4 account, select the **sent items folder** for synchronization. To do this, tap **menu** > **tools** > **manage folders** and select the **check box** next to the folder.

Online Address Book

To install an online address book:

1. If you are adding a new account, ask your network administrator for the **name of the directory service and the server**.
2. In the message list, tap **menu** > **tools** > **options** > **address** tab.
3. In the in contacts, get email addresses from list, select which **email address book** to check in contacts. Contacts will be checked first unless you select **none**.
4. If your email server is already listed, select the **server's directory service check box** and tap **OK**.
5. If your email service is not listed, tap **add**.
6. In the directory name and server boxes, enter the **LDAP directory and server names**.
7. If authentication is necessary, select the **authentication is necessary on this server** check box, and enter your **user name** and **password**.
8. To have messaging check this service, select the **check name against this server** check box.

> **TIPS:** To send and receive messages automatically, tap **connect and check for messages** and enter a time interval. To change options for an Outlook email account, tap 🪟 > **ActiveSync** > **menu** > **options**.

9

Applications

Open and close programs

You do not need to exit a program to open another or to conserve memory. The system manages memory automatically.

- Tap [icon] > **the program** you want from the list.
- If you don't see the program you want, tap [icon] > **programs**.

Explore files and folders

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named my device. My device is similar to my computer on the PC and contains the my documents, program files, temp, storage card and Windows folders.

1. Tap [icon] > **programs** > **file explorer**.
2. Tap the **folder list** (labeled **my documents** by default), and tap the **folder** you want to explore.
3. To open an item, **tap it**.
4. Tap and hold **the item** to quickly delete, rename or copy.
5. Tap and drag to **select multiple items**, > then tap and hold the **selected items** > tap **command**.

> **TIP:** The contents of a folder can be sorted by name, date, size or type by tapping the **sort by** list (labeled **name** by default).

Calculator

1. Tap [icon] > **programs** > **calculator**.

To	Tap
Clear the current calculation/displayed number	**C**
Clear the last digit entered in a multi-digit entry	The back arrow to the right of the entry box
Clear memory	**MC**
Calculate the reciprocal of a number	**1/X**
Perform operations with percentages	**%**
Calculate the square root of a number	The square root symbol (**√**)
Go from positive to negative and back	**+/-**
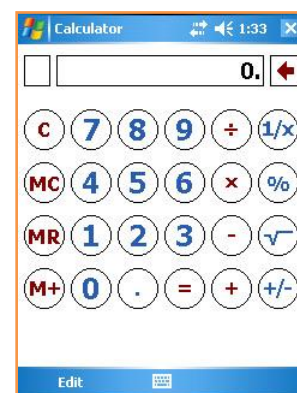
To work with numbers stored in calculator memory:
1. Tap > **programs** > **calculator**.
2. Do any of the following:
    *   Tap the box to the left of the entry box to store a number. An **M** will appear in the box.
    *   Tap **M+** to add the displayed number to the number already stored in memory.
    *   Tap **MR** to display the number stored in memory.
    *   Tap **MC** to clear the memory.

> ⓘ **IMPORTANT NOTE!**
> *When you store a number in memory, it replaces the one that is currently stored.*

Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability and send notes to others.

Organizing notes
All of the notes you create will appear in one long list by default. A business folder and a personal folder have already been created for you to use, but you can easily rename these folders or create new folders and name them however you want.

To set the default input mode for notes:
1. Tap > **programs** > **notes**.
2. In the note list, tap **menu** > **options**.
3. In the default mode box, **tap one of the following**:
    *   **Writing** if you want to draw or enter handwritten text in a note.
    *   **Typing** if you want to create a typed note.
4. Tap **OK**.

> **TIP:** To insert the date in any type of note, ensure that no drawing is selected. Then, tap and hold anywhere in the note and tap **insert date**.

To write a note:
1. Tap > **programs** > **notes**.
2. In the note list, tap **new**.
3. Write your **text** on the screen.
4. When finished, tap **OK** to return to the note list.

> ⓘ **IMPORTANT NOTE!**
> *Writing must be selected as the default input mode.*

ADDITIONAL NOTES: To select handwritten text, tap and hold next to the writing. As soon as dots appear and before they form a complete circle, quickly drag across the writing. If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To type a note:

> ⓘ **IMPORTANT NOTE!**
> *Writing must be selected as the default input mode.*

1. Tap ⊞ > **programs** > **notes**.
2. In the note list, tap **new**.
3. Tap the **input selector** arrow *next to the input method icon on the menu bar*, tap the **input method** > enter your **text**. If the **input selector** arrow is not displayed, tap the **input method icon**.
4. When finished, tap **OK** to return to the note list.

To draw in a note:
1. Tap ⊞ > **programs** > **notes**.
2. In the note list, tap **new**.
3. **Draw on the screen**, crossing at least three ruled lines. A selection box labeled **drawing** appears around your drawing.
4. Tap **OK**.

> ⓘ **IMPORTANT NOTE!**
> *Writing must be selected as the default input mode.*

To convert a handwritten note to typed text:
1. Tap ⊞ > **programs** > **notes**.
2. Tap the **written note**.
3. Tap **menu** > **tools** > **recognize**.

> **TIP:** To correct a conversion, **tap and hold** the inaccurate word. Tap **alternates**, and tap the **correct word**. If the correct word is not shown, use **input panel** to tap backspace and retype the word.

To search for a file or an item:
1. Tap ⊞ > **programs** > **search**.
2. In search for, enter the **file name, word, or other information** you want to search for.
   If you have looked for this item before, tap the **search for** arrow and select the item from the list.
3. In **type**, select a data type to help narrow your search.
4. Tap **search**. The my documents folder and subfolders are searched.
5. In the **results** list, tap the item you want to open.

To send an item via email:
1. First, you must **set up messaging** to send and receive messages.
2. From the program, select the **item** you want to send.
3. Tap **menu** > **send**.
4. Select the **messaging account** if necessary. A new message is created with the item attached.
5. Enter the **address and subject** > **send**. The message will be sent the next time you synchronize your device.

Terminal services client

Using terminal services client, you can log on to a PC running terminal services or remote desktop and use all of the programs available on that PC from your mobile device. For example, instead of running Word Mobile, you can run the desktop computer version of Word and access all of the .doc files on that PC from your device.

To connect to a remote server:
Before you try to connect to a remote server, ensure that you have a functioning connection. For more information, see connect to the internet or connect to work.
1. Tap 🏁 > **programs** > **terminal services client**.
2. Do one of the following:
    - To connect to a server you have previously connected to, in **recent servers**, tap a server.
    - To connect to a new server, enter the server name in the **server** box.
3. Tap **connect**.

To disconnect and end a session:
1. In the PC window, tap **start** > **shut down**.
    The **shut down Windows** dialog box appears.
2. Tap **log off** [**username**], and tap **OK**.

To improve browser performance:
Performance with Internet Explorer on the PC is improved by decreasing the time it takes for Web pages to be refreshed.
1. In Internet Explorer on your PC, on the **tools** menu, click **internet options**.
2. Click the **advanced** tab.
3. Under **browsing**, clear the **use smooth scrolling** check box.

To improve display performance:
Display performance for terminal services client is improved by decreasing the time it takes for the screen to be refreshed on the PC.
1. On your PC, click **start**, point to **settings**, click **control panel**, and then double-click **display**.
2. On the **appearance** tab, click **effects**.
3. Clear the **use the following transition effects for menus and tooltips** check box.

To navigate within terminal services client:
The contents of the window on the PC may be too wide to fit the screen of your mobile device. You may see two sets of scroll bars on your mobile device: one for scrolling the PC window contents, and one for scrolling the terminal services client window.

To ensure that you are scrolling the PC window contents, use the five directional buttons at the bottom of the terminal services client window.

> **TIP:** When using programs that have been specifically sized for use with a mobile device, you can select the **limit size of server desktop to fit on this screen** check box to better fit the program on the device screen.

Search for a file or an item

1. Tap ⊞ > **programs** > **search**.
2. Enter the **file name, word or other information** in search for area. If you have looked for this item before, tap the **search for** arrow and select the item from the list.
3. Select a **data type** in type to help narrow your search.
4. Tap **search**.
5. Tap the **item** you want to open in the results list.

Free up program memory

- Stop programs you are not currently using.
- Move e-mail attachments to a storage card.
- Delete unnecessary files. Tap ⊞ > **programs** > **file explorer**. Tap and hold the **file**, and tap **delete**.
- Delete large files. To find your largest files, tap ⊞ > **programs** > **search**. In the type list, tap **larger than 64 KB**, and tap **search**.
- In Internet Explorer Mobile, delete **temporary Internet files** and **clear history** information.
- Remove programs you no longer use.

Get help for a program

1. From the program, tap ⊞ > **help**.
2. To quickly find information, tap **search** and enter the **word or item**.

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Microsoft Office Applications

Microsoft Office Mobile

To delete or rename a folder:
1. From the *program file list*, tap the **folder list** (labeled **all folders** by default) and tap **add/delete**.
2. Tap the **folder** you want to delete and tap **delete or rename**.
3. Tap **yes**.

To create a folder:
1. From the *program file list*, tap the **folder list** (labeled **all folders** by default), and tap **add/delete**.
2. Tap **new** and **enter a name** for the new folder.
3. Tap **OK**.

To locate a file:
1. From the *program file list*, do one of the following:
   - **Sort the list**. In the *file list*, tap the **sort list** (labeled name by default), and tap a sort option.
   - **Filter the list by folder**. In the *file list*, tap the **folder list** (labeled all folders by default). Then, tap the folder you want displayed.
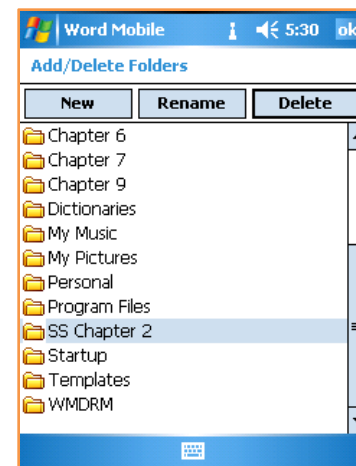
> **TIPS:** To show all items in the file list, tap **all folders**. You can also find a note by searching for a word located in a note.

To open a file:
1. Open a program, and *in the file list*, tap the **file** you want to open.
   - Open **file explorer**, navigate to the appropriate folder and tap the file you want to open.
   - From within an *email message*, tap the **attached file** you want to open.

ⓘ**IMPORTANT NOTE!**
If the Word document or Excel workbook was previously saved on a PC,
data and unsupported formatting may be lost when you save the file.

ⓘ**IMPORTANT NOTE!**
You can have only one document, workbook or note open at a time. When you open
a second item of the same type, the first one is saved and closed automatically.

To set the default template:
1. From the *program file list*, tap **menu** > **options**.
2. Do one of the following to select the template you want to use for all new items you create:
   - In Word and Notes, in the *default template box*, tap the **template**.
   - In Excel, in the *template for new workbook box*, tap the **template**.
3. Tap **OK**.

To find or replace text or data:
1. In a *document or workbook*, tap **menu** > **edit** > **find/replace**.
2. In *find what*, enter the **text** you want to find.
3. Select the appropriate **search options**.
   Word and Excel select the first instance of the text in the document and display buttons that allow you to find the next instance or replace the text, as desired.

> **TIP:** To limit your search to specific cells in Excel, select the cells before tapping **menu > edit > find/replace**.

To move a file or note:
1. From the *program file list*, select the **item** you want to move.
2. Tap **menu** > **rename/move**.
3. In the *folder box*, tap the **folder** you want to move the item to.
4. Tap **OK**.

To zoom in or out:
- In an *open document*, tap **view** > **zoom**, and change the **zoom level** as desired.

To send an item via email:
1. From the *program*, select the **item** you want to send.
2. Tap **menu** > **send**.
3. Select the **messaging account** if necessary. A new message is created with the item attached.
4. Enter the **address and subject**, and tap **send**.
5. Note: Files are saved automatically before they are sent. If a Word document or Excel workbook was created on a PC, unsupported content and formatting may be lost when the files are saved.

Synchronizing documents, workbooks and notes

You can synchronize any device files with your PC, including Word Mobile documents, Excel Mobile workbooks and notes. To synchronize files, select the files information type for synchronization in ActiveSync. The **<device name> my documents** folder is created on the desktop of your PC. Place all files you want to synchronize with the device in this folder. Password-protected files cannot be synchronized.

All Word Mobile files, Excel Mobile files and any .pwi (notes) files stored in the **my documents** folder and its subfolders are synchronized with the PC. For more information on synchronization or file conversion, see ActiveSync Help on the PC.

Notes

There are two ways to synchronize notes with your PC:

- Using files synchronization, as described above, or
- Using notes synchronization: select the **notes information type** for synchronization. All notes in my documents and its subfolder on your device will appear in Outlook Notes on your PC. Handwritten text or drawings in notes will appear on your PC as pictures. In addition, all notes in Outlook on the PC will be synchronized and will appear in notes on the device.

Overview of Word Mobile

You can create and edit documents and templates in Word Mobile and save them as .doc, .rtf, .txt and .dot files. You can edit Word documents and templates created on your PC. You can also open and edit Pocket Word (*.psw) documents; however if you edit a file, you will need to save it in one of these formats.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document and move it to another folder.
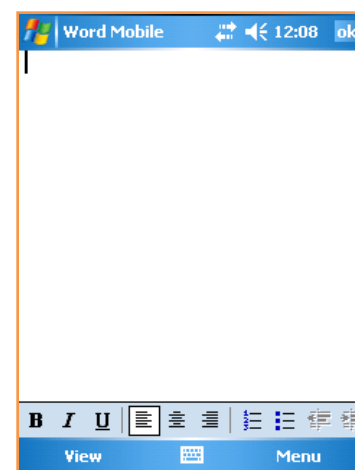
Unsupported features in Word Mobile

Word documents created on your PC can be opened and edited on your device. However, Word Mobile does not fully support some features such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device.

The following features are not supported in Word Mobile.
- **Backgrounds**. These are not displayed or saved by Word Mobile.
- **Bi-directional text**. Indentations and alignment may be displayed and saved incorrectly.
- **Document protection**. Word documents can be protected from unauthorized changes by using Protect Document on the PC. Word Mobile does not support displaying files that have been protected in this manner.
- **Metafiles**. These are not retained by Word Mobile; instead, a graphical representation of the object will be displayed.
- **Page borders**. Lined page borders are supported; however, artistic page borders are not. The graphics will be converted to lined borders.
- **Password-protected files**. Word Mobile does not support opening password-protected documents. You must first remove the password protection in Word on the PC to view the document on the device.
- **Shapes and text boxes**. These are not displayed or saved by Word Mobile.
- **Smart tags**. These are not displayed or saved by Word Mobile.

The following features are partially supported in Word Mobile.
- **Picture bullets**. While regular bullets are supported, picture bullets are not displayed or saved by Word Mobile.
- **Revision marks**. These are not retained. When a document with revision marks is opened in Word Mobile, the document will appear as though all revision marks have been accepted. When the document is saved, revision marks will be lost.
- **Table styles**. Some or all of the formatting defined in the style will be lost when a document is saved by Word Mobile.
- **Underline styles**. Underline styles not supported by Word Mobile are mapped to one of the four supported styles: regular, dotted, wavy or thick/bold/wide.
- **Legacy Pocket Word files**. You can open*.psw files in Word Mobile; however, if you edit a file, you will need to save it in *.doc, *.rtf, *.txt, or *.dot format.

The following features are not supported on the device; however, they are retained in the file so that when a file is opened on the PC again, they appear as expected.

- **Fonts and font sizes**. Fonts not supported by the device are mapped to the closest font available, although the original font will be listed on the device. When a document that has been edited in Word Mobile is opened on the PC, text is displayed in the original font.
- **Footnotes, endnotes, headers, footers**. These features are not displayed by Word Mobile, but they are retained when a document is edited and saved on the device.
- **Lists**. Indented lists are not displayed on the device in the same way they are displayed on the PC. They are mapped to the closest indentation level supported by Word Mobile. However, the list information is retained in the document, so when it is opened on a PC again, lists are displayed in their original form.
- **Page breaks**. Word Mobile does not display breaks between pages. However, all page breaks except a break placed at the end of a document are retained in the document.

To check spelling in a document:
1. Tap and hold anywhere in the document, and tap **spelling**.
2. If the word is spelled incorrectly, tap the **correct word** in the list.
3. If the word is spelled correctly, tap **ignore**.

> **TIPS:** To check the spelling of specific text, select it, tap and hold, and tap **spelling**. To add a new word to the spelling dictionary, simply tap **add** in the menu containing the list of suggested words.

To format text in a document:
1. Select the **text** you want to format.
2. Tap and hold the **text**, and tap **font**.
3. Select the **desired formatting options**.
4. Tap **OK**.

To create a list in a document:
1. Select the **text** you want to add bullets or numbering to.
2. Tap **menu** > **format** > **paragraph**.
3. In the *list box*, do one of the following:
   - To create a bulleted list, tap **bulleted**.
   - To create a numbered list, tap **numbered**.
4. Tap **OK**.

> **TIPS:** You can also use the **formatting** toolbar to add bullets or numbers to text. To show the toolbar, tap **view** > **toolbar**. A check mark appears next to **toolbar** when the toolbar is visible. You can also use the **formatting** toolbar to increase or decrease the indentation in lists, align text and indent paragraphs in a document.

To align text in a document:
1. Place the **cursor in the text** you want to align.
2. Tap **menu** > **format** > **paragraph**.
3. In the *alignment box*, tap **left**, **right** or **center**.
4. Tap **OK**.

> ⓘ **IMPORTANT NOTE!**
> *You can also use the **formatting** toolbar to align text.*

To indent paragraphs in a document:

1. Place the **cursor** in the paragraph you want to indent.
2. Tap **menu** > **format** > **paragraph**.
3. Under *indentation*, do one of the following:
   - Increase or decrease the number in the **left** box to change the left indentation of the entire paragraph.
   - Increase or decrease the number in the **right** box to change the right indentation of the entire paragraph.
   - Tap **first line** in the *special box* to indent the first line in the paragraph. Then, in the *by box*, increase or decrease the size of the indentation.
   - Tap **hanging** in the *special* box to create a hanging indent. Then, in the *by box*, increase or decrease the size of the indentation.
4. Tap **OK**.

To move or copy text in a document:

1. Select the **text** you want to move or copy.
2. Tap **menu** and do one of the following:
   - Tap **copy**.
   - Tap **cut**.
3. Tap in the **document** to place the cursor where you want to paste the text.
4. Tap **menu** > **paste**.

> **TIP:** To select all text in a document, tap **menu > edit > select all.**

> ⓘ **IMPORTANT NOTE!**
>
> *Word Mobile does not support moving or copying pictures.*

Overview of PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your PC. Whether the presentation is opened from an email message, downloaded from a file share or the Internet or obtained by synchronizing with your PC, slide shows created in *.ppt and *.pps format with PowerPoint '97 and later can be viewed on your device.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

PowerPoint features not supported on the device include:
- Notes: notes written for slides will not be visible.
- Rearranging or editing slides: PowerPoint Mobile is a viewer only.
- File formats: Files created in *.ppt format earlier than PowerPoint '97 and HTML files in *.htm and *.mht formats are not supported.
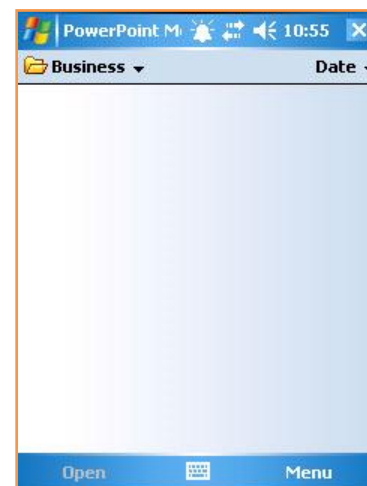
To start a slide show presentation:

1. Tap 🔲 > **programs** > **PowerPoint Mobile**.
2. In the presentation list, tap the **slide show** you want to view.
3. Tap the current slide to advance to the next slide.
   If the presentation is set up as a timed slide show, slides will advance automatically.

To change the slideshow orientation:

1. Tap 🏴 > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** > ▲| > **show options**.
3. Tap the **orientation** tab, and select the **orientation** you want.

Tap **default** to view the presentation in the orientation that best fits the size and shape of the device screen.

To navigate between slides:

1. Tap 🏴 > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** you want to view, tap ▲| > **go to slide**, and tap the **slide** you want to view.

TIP: Simply tap the current slide to go to the next one.

NOTES: If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.

To set slide show playback options:

1. Tap 🏴 > **programs** > **PowerPoint Mobile**.
2. Open the **presentation** > ▲| > **show options**.
3. Tap **playback** > **override playback options for all files** check box, and do any of the following:
   - Select the **show without animation** check box to turn off builds and other animations.
   - Select the **show without slide transition** check box to prevent slide transitions from playing.
   - Select the **use slide timings, if present** check box to use the timings recorded with each slide in a presentation.
   - Select the **loop continuously** check box to automatically advance to the first slide after the last slide in a presentation.
4. Tap **OK**.

TIP: To turn the presentation into a continuously looping slide show, select both the **use timings, if present** and the **loop continuously** check boxes.

To stop a slide show presentation:

- Tap ▲| > **end show**.

To zoom in and out in a slide:

1. Tap ▲| > **zoom in**.
2. Do one of the following:
   - Tap 🔍⊕ to zoom in another level.
   - Tap 🔍⊖ to zoom out.
   - Tap 🖼 to return to the slide show.

TIP: To view content that is not visible on the device screen during zooming, simply tap the slide and drag it up, down, or to either side until the content is visible.

NOTE: If the presentation is set up as a timed slide show, the presentation will pause during zooming.

Overview of Excel Mobile

You can create and edit workbooks and templates on your device with Excel Mobile.

- View, edit and create charts and graphs, which can be embedded as objects in a worksheet or placed on a separate worksheet.
- Enter formulas and functions and then filter data to see the subset of information you want.
- Split panes to view different parts of a worksheet at the same time.
- Freeze the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

When you close a newly created workbook, it is automatically named and placed in the Excel Mobile workbook list. You can easily rename the workbook and move it to another folder.
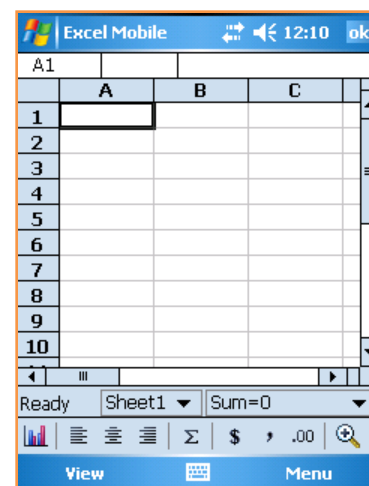
> **TIP:** Work in full-screen mode to see as much of your workbook as possible. Tap **view** > **zoom** and select a percentage so that you can easily read the worksheet.

To adjust column widths and row heights:

1. Select the **column** or **row**.
2. Do one or both of the following:
   - Adjust the width by dragging the **right border of the column heading** if you selected column(s), or.
   - Adjust the height by dragging the lower border in the row heading if you selected row(s).
3. Tap and hold the **column or row** > **format cells** > **size** to specify an exact column width and row height.

To automatically calculate values:

1. Tap **view** > **status bar**.
2. Select the **range of values** you want to calculate. The AutoCalculate area, on the right side of the status bar, contains a function and a value; for example: SUM=0.
3. Tap the **AutoCalculate arrow** > **type of calculation**. The result appears in the AutoCalculate area.

To automatically enter a sequence of values:

1. In an Excel Mobile workbook, select both the **range containing the data you want to reference** and the **adjacent destination cells**.
2. Tap **menu** > **edit** > **fill**.
3. In *direction*, tap the **direction** you want.
4. In *fill type*, tap **series**.
5. In *series type*, tap the **type of series – autofill**, **date** or **number**.
6. If you selected date or number, in *step value*, select the **increment**.
7. Tap **OK**.

> **TIP:** To preserve memory, **fill** is limited to an area of 127 rows by 31 columns. To copy information into more rows or columns, reduce the amount of information copied at one time and perform the fill procedure multiple times.

NOTE: With autofill, you can quickly fill cells with repetitive data such as numbers or repeated text. Autofill takes the content of the first cell in the selected row or column and copies it down or across the rest of the selection.

To automatically add values:
1. Tap **view** > **toolbar**.
2. Tap the **cell** to insert the sum of the selected values.
3. On the *toolbar*, tap Σ .
    *   =**SUM()** appears in the input box at the top of the workbook.
4. Drag the **stylus** across the range of cells you want to add.
    *   The cells will not be highlighted, but the cell range in =**SUM()** is updated.
5. Tap **enter** on the keyboard. The sum appears in the selected cell.

To copy and paste data:
*   From one set of cells to another:
    o   Select both the **range** containing the data that you want to copy and the adjacent **destination cells**.
    o   Tap **edit** > **fill**.
    o   From the *direction list*, tap the **direction**.
    o   In the *fill type list*, tap **copy**.
*   Paste only formulas, values or other options:
    o   Select the **cells** that you want to copy.
    o   Tap and hold the **selected area**, and tap **copy**.
    o   Select the destination cells.
    o   Tap and hold the selected area, and tap **paste**.

To delete cells, rows or columns:
1. In an Excel Mobile workbook, select **one or more cells, rows or columns**.
2. Tap and hold the selected **area**, and tap **delete** to remove rows and columns or **delete cells**.
3. If you are deleting a cell or range of cells, tap one of the following:
    *   **Shift cells left**: Deletes the selected cell and moves all cells located right one column to the left.
    *   **Shift cells up**: Deletes the selected cell and moves all cells located below up one row.
    *   **Entire row**: Deletes the entire row and moves all rows located below up one row.
    *   **Entire column**: Deletes the entire column and moves all columns located right one column to the left.

NOTE: Excel Mobile keeps formulas up to date by adjusting references to the shifted cells to reflect their new locations. However, a formula that refers to a deleted cell displays the #REF! error value.

To enter a formula:
1. Select the **cell** in which you want to enter a formula.
2. Begin the **formula with an equal sign (=)**.
3. Enter values**, cell references, name references, operators and functions** as appropriate.
    Example: =(B4/25)+100=Revenue-Expenses
4. Tap **enter** on the keyboard when finished.

To enter a value or text in a cell:
1. Tap the **cell**.
2. Enter the **value** or **text** and then tap **enter**.
    The text is automatically left-aligned in the cell.

NOTE: To enter text, you may need to tap ⌨ to display input panel.

> **TIP:** To quickly edit cell contents, tap the **cell** and **replace or edit the text or value**. To undo an edit, tap **menu** > **undo typing in x**.

To filter data in a worksheet:
1. Select a **cell or range of cells** that contains the information to filter.
2. Tap **menu** > **tools** > **AutoFilter**. A dropdown arrow appears at the top of each selected column.
3. Tap the **arrow** *to display a list of the data in the column*.
4. Select a **value (filter criterion)** *from the list* to display only rows containing that value. Tap **custom** to display the **custom AutoFilter** dialog box, where you can specify comparisons.
5. To further refine the displayed rows, **repeat steps 3 and 4** as needed.

To fit rows and columns to data:
1. Select the rows or columns you want to automatically fit to their contents.
2. Double-tap the lower border of the row heading or the right border of the column heading.

To format numbers and text:
1. Select the cell or range of cells in which you want to format text.
2. Tap **menu** > **format** > **cells**.
3. Do one of the following:
   - On the **number** tab, select a numeric category and then specify the related formatting options.
   - On the **font** tab, select the desired text formatting options.
4. Tap **OK**.

To go to a cell or region:
1. Tap **menu** > **edit** > **go to**.
2. Do one of the following:
   - Enter the cell reference (e.g., C4) or defined name to go to a specific cell.
   - Tap **current region** to go to the currently selected cell or region.
3. Tap **OK**.

TIP: To go to a specific cell, you can also enter the cell reference in the name box and then tap **enter**.

NOTE: The current region is defined as the block of filled-in cells that includes the currently selected cell or cells. The region extends in all directions to the first empty row or column.

To hide and display rows and columns:
- To hide a row or column, tap a cell in the row or column you want to hide. Tap **menu** > **format** > **row** or **column**, and tap **hide**.
- To display a hidden row or column, select the cells which span the missing row or column, and then tap **menu** > **format** > **row** or **column** > tap **unhide**.

To insert a function:
1. Tap **menu** > **insert** > **function**.
2. In the category list, tap a **function category**.
3. In the function list, tap a **function**.
4. Tap **OK**.

TIP: To learn about a function, review the information provided in the description area below the **function** list.

To insert cells, rows and columns:

1. Select the **location** where you want to insert cells, rows or columns.
2. Tap and hold the **selected area**, and tap **insert** to add rows and columns, or **insert cells** to add cells.
3. Select how you want the cells, rows or columns inserted.
   - **Shift cells right**
   - **Shift cells down**
   - **Entire row**
   - **Entire column**

NOTE: Excel Mobile keeps formulas up to date by adjusting references to the shifted cells to reflect their new locations.

To insert a symbol:

1. Tap a **cell** and **place the insertion point** where you want to insert the symbol.
2. Tap **menu** > **insert** > **symbol**.
3. Tap the **symbol** you want (it will be enlarged when you tap it), tap **insert** and then tap **enter** on the keyboard.

> **TIPS:** If you select a different font or subset, a different set of symbols displays. To use Microsoft Wingdings or Microsoft Webdings that are available on your PC, connect your device to your PC and open ActiveSync. Copy the Wingdings.ttf and Webdings.ttf files from the Font folder on your PC to the My Windows Mobile Device /Windows/Fonts folder in the ActiveSync window.

To name a cell or range:

1. In an Excel Mobile workbook, select the cell or range you want to name.
2. Tap **menu** > **insert** > **define name**.
3. Enter the name and tap **add**.
4. Tap **OK**. The name appears in the name box at the top of the worksheet.

> **TIPS:** To delete a name, tap **menu** > **insert** > **define name**, tap a cell name in the list and tap **delete**. To paste the list of cell names and their locations on the worksheet, tap **paste list**.

Unsupported features in Excel Mobile

Excel workbooks created on your PC can be opened and edited on your device. However, Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. Note the following considerations:

- **Alignment**. Horizontal, vertical and wrap text attributes remain, but vertical text appears horizontal.
- **Borders**. Appear as a single line.
- **Cell patterns**. Patterns applied to cells are removed.
- **Fonts and font sizes**. Unsupported fonts are mapped to the closest font available, and the original font is listed on your device. When the workbook is opened in Excel on your PC again, the data displays in the original font.
- **Number formats**. Numbers formatted using the Microsoft Excel 97 conditional formatting feature are displayed in number format.
- **Formulas and functions**. If an Excel file contains a function that is not supported by Excel Mobile, the function is removed and only the returned value of the function appears. The following formulas are also converted to values: formulas entered as an array or containing an array argument, for example, =SUM({1;2;3;4}); formulas containing external link references or an intersection range reference; and formulas containing references past row 16384 are replaced with #REF!
- **Protection settings**. Most worksheet and workbook protection features are disabled but not removed. However, support for password protection has been removed, so these workbooks won't open unless the password protection on the PC file is removed and the file synchronized to the device.

- **Zoom settings**. These are not retained.
- **Worksheet names**. Names that reference worksheets within the same workbook are displayed accurately, but names that refer to other workbooks, arrays, for example, $=\{1;2;3;4\}$, array formulas or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to be resolved as "#NAME?" All hidden names are not hidden.
- **AutoFilter settings**. Are removed. However, you can use the **AutoFilter** command in Excel Mobile to perform similar functions. Use the **unhide** command to display the hidden rows.
- **Chart formatting**. All charts will be saved the way they are shown in Excel Mobile. Unsupported chart types are changed to one of these supported types: column, bar, line, pie, scatter and area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes and logarithmic scales are turned off.
- **Worksheet features**. The following features are not supported in Excel Mobile and are removed or modified when a workbook is opened on the device: hidden sheets are not hidden; VBA modules, macro sheets, and dialog sheets are removed and replaced with a place holder sheet; text boxes, drawing objects, pictures, lists, conditional formats, and controls are removed; pivot table data is converted to values.

To refer to a cell or range in a formula:
1. Begin **entering a formula** in a cell.
2. Tap the **cell** or **select the range** to set the reference.
3. Finish **entering the formula** and tap **enter** on the keyboard.

To sort data in a worksheet:
1. Select the **range** you want to sort.
2. Tap **menu** > **tools** > **sort**.
3. In *sort by*, select the **first column** you want to sort on.
4. The **ascending** check box is selected by default. For *descending order*, tap to **clear the check box**.
5. Repeat **steps 3 and 4** in the *then by* lists for additional columns as needed.
6. To undo a sort, tap **menu** > **undo sort**.

> **TIPS:** To refer to a cell in another worksheet in your formula, enter the **worksheet name** followed by an **exclamation point (!)** and the **cell, range or name reference**.
>
> Example: =Sheet1!Earnings
>
> To create a 3-D reference: in your formula, specify **two or more sheets in a workbook; use a colon between the first and last worksheet names**.
>
> Example: =SUM(Sheet2:Sheet6!$A$2:$C$5)

To switch to another worksheet:
1. In the *middle of the status bar*, tap the **active worksheet's name** (e.g., Sheet1).
   - If you don't see the status bar, tap **view** > **status bar**.
2. In the *list of worksheets*, tap the **sheet** you want to switch to.

To position data in a cell:
1. Select the **cells** you want to format.
2. Tap **menu** > **format** > **cells**.
3. On the *align tab*, do any of the following:
   - Select the **wrap text** check box to display multiple lines of text within a cell.
   - Tap the **option** you want to align text at the top, center or bottom of a cell in the *vertical list*.
   - To align text to the left, center, or right in a cell, in the **horizontal** list, tap the option you want.

To apply cell borders:
1. **Select the cells**.
2. Tap **menu** > **format** > **cells**.
3. On the *borders tab*, do any of the following:
    - *Under border*, select the **outline check box** or **select any of the check boxes** for individual lines.
    - To apply a different border line color, tap the **arrow** next to borders > tap a **color** on the palette.

> **TIP:** To fill a cell or range of cells with color, tap the arrow next to **fills** and tap a color on the palette.

To add a data series:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the *series* tab, tap **new**.
4. Enter a **name** and **values** for the series and tap **OK**.

To change data series names or legend text:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, select a **series** > **edit**.
4. In name, enter a **new name** for the data series > **OK**. The updated series name will appear in the chart legend.

To change how a data series is displayed:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, tap the **series** you want to update > **patterns**.
4. Select the **options** you want.

Worksheets

To adjust the view of a worksheet:
- To display and hide window elements such as column headings and scroll bars:
    - o Tap **view** > **show** and tap the **elements you want displayed or hidden**.
    - o A check mark appears next to the element when it is visible in the workbook.
- To lock rows and columns so they remain visible while you scroll to see the rest of your data:
    - o Tap the **cell** where you want to freeze the panes.
    - o Tap **view** > **freeze panes**.
    - o Tap **unfreeze panes** to unlock the rows or columns.
- To split the window into two scrollable areas:
    - o Tap **split** and then **drag the split bar** to a new location.
    - o To remove the split bar, tap **remove split**.
- To see as much data on the screen as possible:
    - o Tap **view** > **full screen**.
    - o To return to the normal view, tap **full screen** again.
- Zoom in on data:
    - o Tap **zoom** > percentage.

To insert a worksheet:
1. Tap **menu** > **format** > **modify sheets**.
2. Tap **insert** > enter a **name** > **OK**.
3. To move the new worksheet to the desired location in the workbook, tap **move up** or **move down**.
4. Tap **OK**.

To delete a worksheet:
1. In an Excel Mobile workbook, tap **menu** > **format** > **modify sheets**.
2. Select the worksheet you want to delete and tap **delete**.
3. Tap **OK**.

To rename a worksheet:
1. In an Excel Mobile workbook, tap **menu** > **format** > **modify sheets**.
2. Select the worksheet you want to rename.
3. Tap **rename**, enter a name for the worksheet, and tap **OK**.
4. Tap **OK**.

To move a worksheet:
1. Tap **menu** > **format** > **modify sheets**.
2. Select the **worksheet** > tap **move up** or **move down**.
3. Tap **OK**.

Charts

To add titles to a chart:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the **titles** tab, do any of the following:
   - In *chart*, enter a **name**.
   - In *X axis* or *Y axis*, enter a **name**.

To select a different chart type:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the type tab, tap the **type of chart** > **OK**.

To change the scale of a chart:
1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the scale tab, do any of the following:
   - Select the **auto** check box to *use automatic minimum and maximum values* for the axes depending on the data present in the chart.
   - Type a **different number** in the **minimum** box and **maximum** box to change the number at which the axis value starts and ends.

To create a chart:
1. Select the **data** to include in the chart.
2. Tap **menu** > **insert** > **chart**.
3. Follow the instructions in the chart wizard to:
   - choose a chart type;
   - confirm the data range;
   - choose the data layout;
   - add labels to the chart; and
   - insert the chart as a new sheet or as an object on the current worksheet.
4. Tap **finish** to create the chart.

To change the data series for a chart:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the series tab, select a **series** and tap **edit**.
4. In values, edit the **range for the data series** and tap **OK**.

To add a legend to a chart:

1. Open the **chart**.
2. Tap **menu** > **format** > **chart**.
3. On the titles tab, select the **show legend check box**, and tap the **location for the legend** to appear.

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![orange bar] **Exchange and Update Data Using ActiveSync**

ActiveSync technology lets you synchronize – exchange and update – data between one or more Janam-connected handheld computers and your PC using either a USB or serial cable. To synchronize data, you must connect your Janam XM65 and PC directly, place your handheld computer in the cradle attached to your computer, use a modem or use a network.

Create a user profile

You can create a user profile to load data into a Janam XM65 without associating that data with a user name. If you didn't set up a user profile in chapter 4, follow the instructions below.

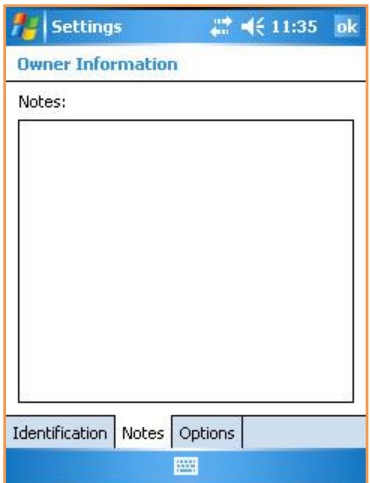**To create a user profile:**
1. Tap ![icon] > **settings** > **control panel**.
2. Choose **owner**.
3. Enter **identification, notes** and **display** information.
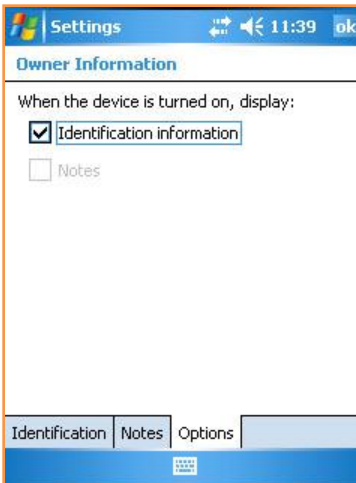4. Tap **OK** to save changes.

| **Identification**	**Notes**	**Display**

Set up/delete a partnership

There are two types of partnerships that you can create with your Janam XM65. You can automatically synchronize the files on your handheld device with your PC when you start your device. Or you can establish a guest partnership and manually copy the files you want to synchronize.

To set up a partnership to automatically sync files:
1. Connect your **Janam XM65 to your PC**.
2. On your PC, select **start** > **programs** > **ActiveSync**.
3. Click **yes** > **next**.

4. Select **yes** in the *select number of partnerships screen.*
5. Click **next**.

6. Select the **files** you want to sync between your mobile device and your computer.
   - Note: when you select **files**, an additional screen appears (shown below) with further information. Read carefully before proceeding, because your files may be converted.

7. Click the **settings button** *in the select synchronization settings screen* (#6 above), and the screen at right will appear.
8. Add the **files** you want to sync with the files on your mobile device.
9. Click **OK** > **next** to continue the setup.
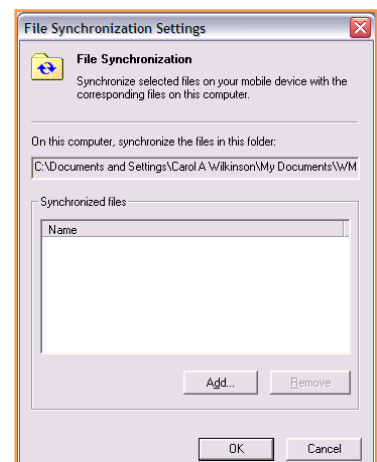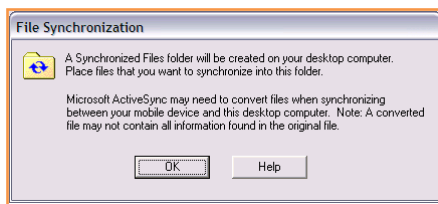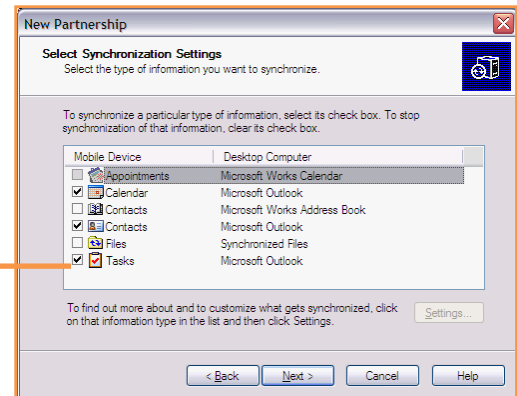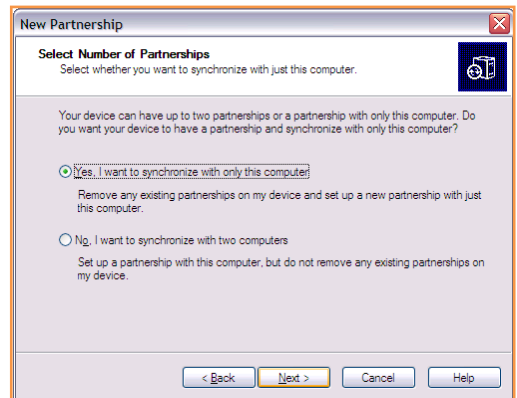
10. Your partnership setup is complete, and you may need to accept the partnership on your Janam XM65.
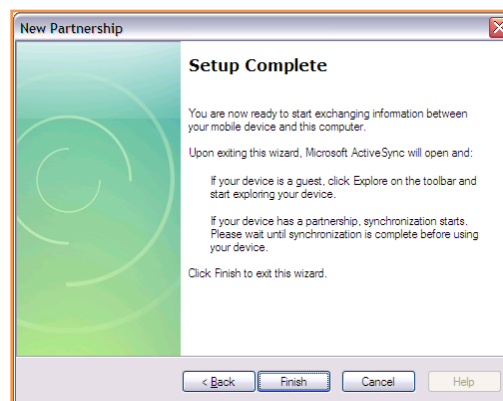
11. The ActiveSync manager screen appears on your desktop. As the automatic synchronization progresses, the status bar will fill and the sync will be displayed in the status section.

To delete a partnership:

1. Go to **file** > **delete partnership** in the ActiveSync manager.
2. Click **yes** when confirmation screen appears.
3. You will need to **re-establish the partnership** when you connect your Janam XM65 to your PC, or you will need to connect as a guest.
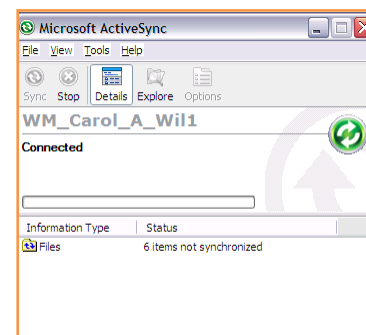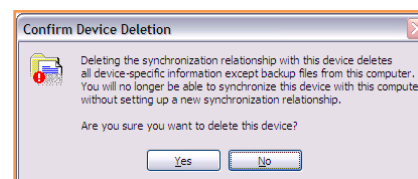
To set up a guest partnership:

1. Connect your **Janam XM65** to your PC.
2. On your PC, select **start** > **programs** > **ActiveSync**.
3. Click **no** > **next**.
4. You will be connected to your mobile device, and the guest connection will appear, as shown.
5. You may also need to **accept the partnership** on your Janam XM65.

6. Select **tools** > **explore** to manually copy the files on your handheld to your desktop computer.
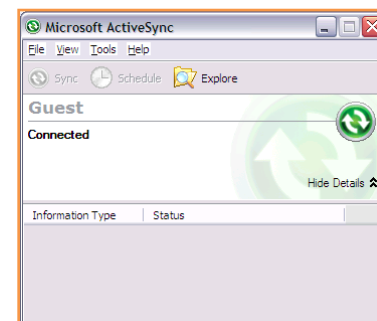
Windows Explorer will appear with the folders and files on your mobile device.

7. Select the **file or file(s)** you want to move or copy.
8. Choose **copy files** and select **destination folder** on your PC.
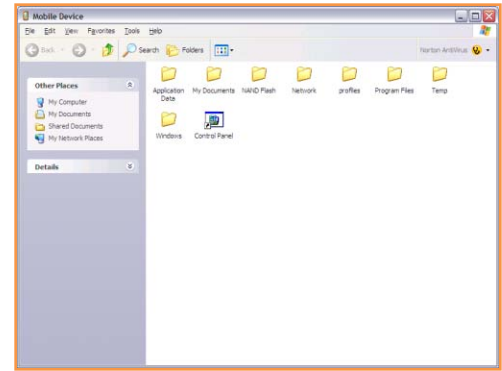
Partnership settings

To change partnership connection settings:

1. Click the **ActiveSync icon** in your Windows system tray (bottom right corner of taskbar).
2. Choose **file** > **connection settings** from the ActiveSync manager menu.
3. Make **changes** > **OK**.

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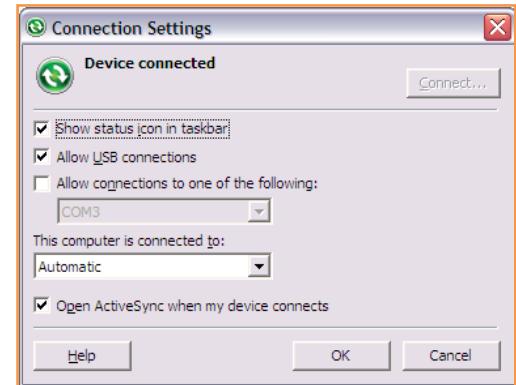
| Wi-Fi Connectivity

You can setup the Janam XM65 for Wi-Fi connectivity either manually or through automated rapid provisioning tools. Please reference http://msdn.microsoft.com/en-us/library/aa455986.aspx for a new feature added to Windows Mobile 5.0 called Wi-Fi Configuration Service Provider, or contact your Janam sales representative regarding the fully automated rapid deployment utility MConfig at 1.800.JANAM.99.

ⓘ **IMPORTANT NOTE!**
The following setup information is provided for manual configuration.

To set up connectivity manually:
The Windows Mobile 5.0 default is to use a server-assigned IP address.

1. To view this setting or to assign a user-specific IP address to access the AR6000 WLAN adapter, tap the **Wi-Fi: Off** text (setup screen 1).
2. Tap **menu** > **Wi-Fi settings** (setup screen 2).
3. Tap the **network adapters** tab at the bottom of the screen (see setup screen 3) > **AR6000 WLAN Adapter SD** (setup screen 4).
4. Select **use server-assigned IP address** (setup screen 5).
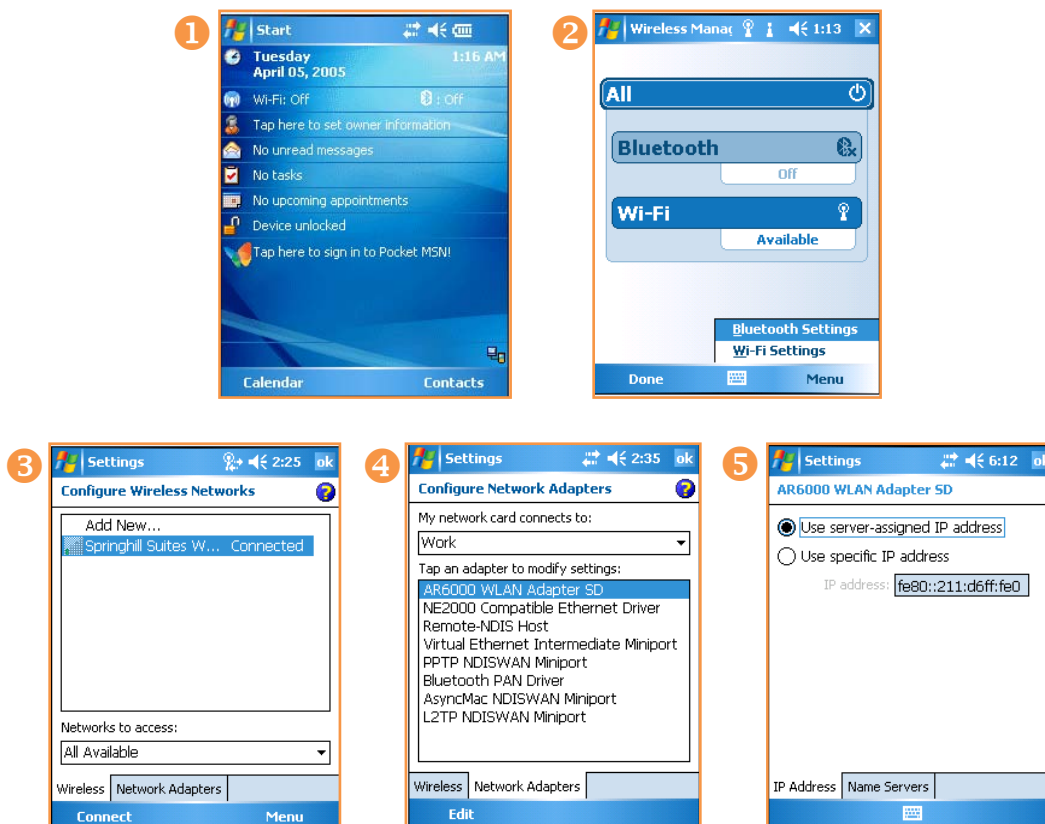
To manually configure a WLAN profile and access a network, the radio must first be enabled. There are two ways to enable the radio and setup a WLAN profile.

Method 1

To enable the radio:
1. Tap the **Wi-Fi: Off** text *from the today screen* to access the wireless manager.
2. From the wireless manager, tap and hold the **Wi-Fi tab** to enable or disable the radio.

Today screen   **Wireless manager**

To setup the WLAN profile:
1. Tap the **menu** text in the *lower right hand corner of the wireless manager screen.*
2. Select **Wi-Fi settings.**

Method 2

To enable the radio and setup the WLAN profile:
1. Tap [icon] > **settings** > **connections** > **wireless manager**.
2. Tap **menu** > **Wi-Fi settings**.

TIP: You can also exit the wireless manager and select the Wi-Fi icon from the settings menu by choosing the **connections tab** > **Wi-Fi**.
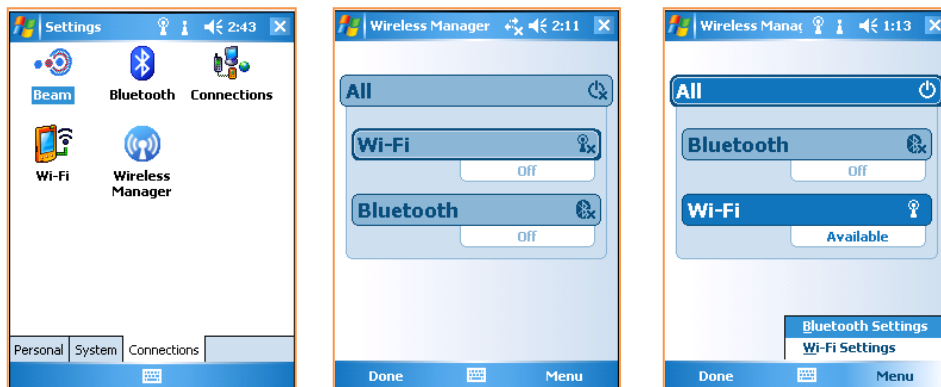
To configure a WLAN profile for WPA/PSK:

1. From the wireless manager, tap **menu** > **Wi-Fi settings** > **add new**.
2. Enter a **network name** (ESSID).
3. Select **option** from *connects to* dropdown menu – identify whether this profile will connect to your work network or the internet over your ISP.
4. Select **WPA-PSK**, and enter the **network key** (up to 65 characters) > **next**.
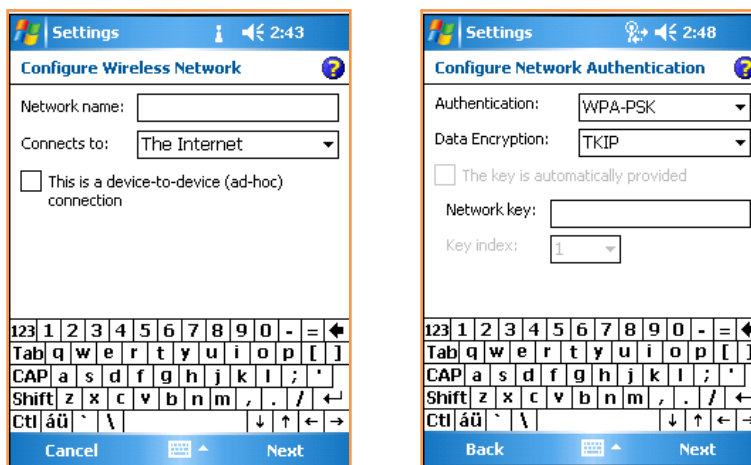
To edit, remove or connect to the WLAN:

After you have completed the WLAN profile, your entry will be listed where you can tap and hold to produce the dropdown menu that allows you to edit, remove or connect to the WLAN.

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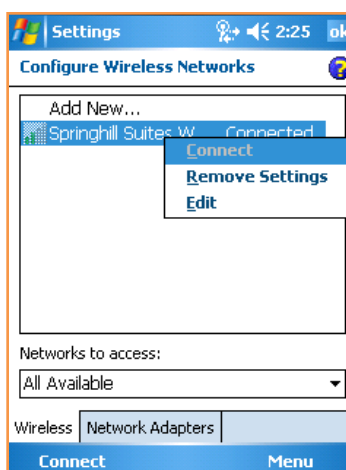
▬▬▬   **Bluetooth**

Overview

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can beam (exchange information) over a distance of about 10 meters (30 feet) without requiring a physical connection.

Unlike infrared, you don't need to line up the devices to beam information with Bluetooth. You can even beam information to a device in a different room, as long as it's within range.

You can use Bluetooth as follows:
- Beam information, such as files, appointments, tasks and contact cards, between devices that have Bluetooth capabilities.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.

To turn Bluetooth on and off:

1. Tap 🏁 > **settings** > **connections** tab.
2. Tap **Bluetooth**.
3. Select or clear the **turn on Bluetooth** check box.
NOTE: By default, Bluetooth is turned off. If you turn it on, and then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth turns on automatically.
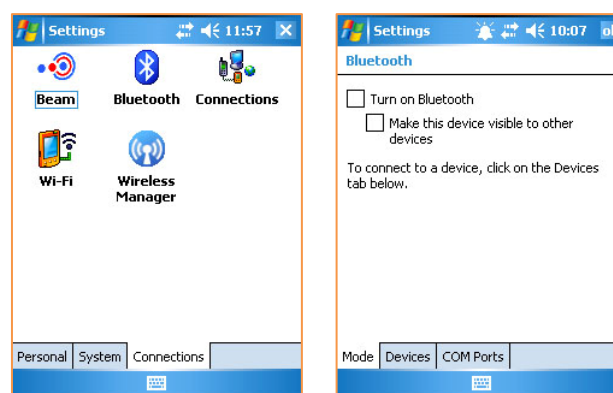
To make a device visible:
Other devices with Bluetooth capabilities can detect your device and attempt to beam information to it, establish a partnership, or use a Bluetooth service.

> **TIP:** If you no longer want your device to be visible, clear the **make this device visible to other devices** check box.

1. Tap 🏁 > **settings** > **connections** tab.
2. Tap **Bluetooth**.
3. Select the **turn on Bluetooth** check box, and then select the **make this device visible to other devices** check box.

Bluetooth partnerships

A partnership is a relationship that you create between your device and another device with Bluetooth capabilities to help exchange information in a secure manner. Creating a partnership involves entering the same Bluetooth passcode on both devices. Once a partnership is created, the devices need only have Bluetooth turned on to exchange information; they do not need to be visible.

You need only create a partnership once between two devices. Then, the devices can exchange information without your entering a passcode.

To accept a Bluetooth partnership:
1. Ensure that your device is turned on, visible and within close range.
2. When prompted to accept a partnership with the device that is requesting the relationship, tap **yes**.
3. If a passcode is requested, enter an alphanumeric passcode between 0 and 16 characters in **passcode**, and tap **next**. You must enter the same passcode that was entered on the device requesting the partnership. Using a passcode provides enhanced security.
4. To give the partnership a more meaningful name, change the name of the device in **name**.
5. Tap **finish**.

To create a Bluetooth partnership:
You can create a partnership between your device and another device that has Bluetooth capabilities. Once you do this, the devices must have Bluetooth turned on but don't need to be visible for you to beam information between the two devices.
1. Ensure that the two devices are turned on, visible, and within close range.
2. Tap ![icon] > **settings** > **connections** tab.
3. Tap **Bluetooth** > **devices** tab > **add new device**. Your device searches for other devices with Bluetooth capabilities and displays them in the list.
4. Tap the name of the other device, and tap **next**.
5. In **Passcode**, if you want to use a passcode (recommended for enhanced security), enter a alphanumeric passcode between 1 and 16 characters, and tap **next**. Otherwise, leave the passcode blank, and tap **next**.
6. Enter the same passcode on the other device.
7. To give the partnership a more meaningful name, change the name of the device in **name**.
8. Tap **finish**.
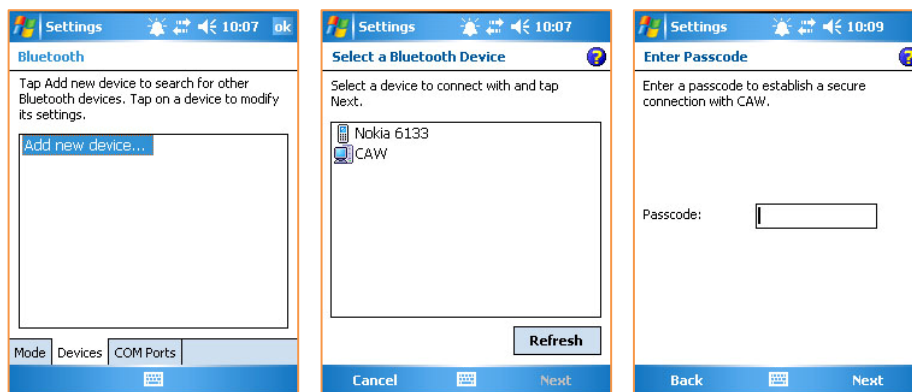
To delete a Bluetooth partnership:

1. Tap [icon] > **settings** > **connections** tab.
2. Tap **Bluetooth** > **devices** tab.
3. Tap and hold the partnership you want to end.
4. Tap **delete**.

To rename a Bluetooth partnership:

You can give a more meaningful name to a Bluetooth partnership to help you recognize it when selecting from a list of partnerships.

1. Tap [icon] > **settings** > **connections** tab.
2. Tap **Bluetooth** > **devices** tab.
3. Tap the **partnership** to rename.
4. In **name**, enter a new name for the partnership.
5. Tap **finish**.

Bluetooth beam

To receive a Bluetooth beam:

Your device will not detect and notify you of incoming infrared (IR) and Bluetooth beams unless you set it up to do this.

1. Tap [icon] > **settings** > **connections** tab > **beam.**
2. Select the **receive all incoming beams** check box.
3. Ensure that your device is turned on, visible and within close range of the device that is beaming the information.
4. When prompted to receive an incoming beam, tap **yes** to receive the beamed information.

Bluetooth virtual COM ports overview

Some programs can connect only though a serial (COM) port. This can be true even if the device itself is Bluetooth-enabled. To make it possible for such programs to use a Bluetooth connection, you must set up a virtual COM port. Once created, this virtual port can be used like any other COM port. You can use a virtual COM port for programs that, for example, connect to a GPS receiver, or to connect to a Bluetooth-enabled printer.
Here are some examples of how to use incoming and outgoing virtual COM ports.

Outgoing COM port: You have a program on your device that cannot use Bluetooth directly but can print to a serial (COM) port. You can create a Bluetooth partnership with a Bluetooth-enabled printer, and then set up an outgoing COM port (for example, COM 1). The program can then send print data to COM 1, which reaches the Bluetooth-enabled printer.

Incoming COM port: You have a Bluetooth-enabled GPS receiver, and your device has a GPS tracking program that expects to receive GPS data over a serial (COM) port. You can create a Bluetooth partnership with the Bluetooth-enabled GPS receiver, and then set up an incoming COM port (for example, COM 2). The GPS program can then send data to COM 2, which reaches the GPS receiver.
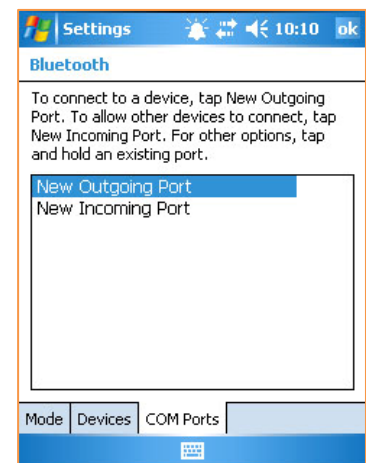
Even if both your device and another Bluetooth-enabled device contain programs that need to use serial ports to communicate, you can set up the appropriate virtual incoming and outgoing COM ports on each device so that the programs can to use a Bluetooth connection to communicate.

To set up an incoming Bluetooth COM port:

1. Make sure that your device is currently connected to the other device via Bluetooth.
2. Tap > **settings** > **connections** tab.
3. Tap **Bluetooth** > **COM ports** tab.
4. Tap **new incoming port**.
5. Select a numbered COM port from the list. If the port cannot be created, it is in use. Select a different numbered port.
6. To use this COM port to communicate only with devices with which your device has a Bluetooth partnership, select the **secure connection** check box.
7. Tap **finish**.

To set up an outgoing Bluetooth COM port:

The list item **new outgoing port** will be available only if one or more Bluetooth-connected devices supports serial (COM) connections.

1. Make sure that your device is currently connected to the other device via Bluetooth.
2. Tap > **settings** > **connections** tab.
3. Tap **Bluetooth** > **COM ports** tab.
4. Tap **new outgoing port**.
5. Select a numbered COM port from the list. If the port cannot be created, it is in use. Select a different numbered port.
6. To use this COM port to communicate only with devices with which your device has a Bluetooth partnership, select the **secure connection** check box.
7. Tap **finish**.

Beam Information

You can beam any file or application between Janam connected handheld devices using Bluetooth (see the previous chapters for more information on Bluetooth beaming) or infrared (IR) connections. Beaming distance to other connected devices may be different.

If you want your device to detect or receive beams, tap ![icon] > **settings** > **connections** tab > **beam**, and select the **receive all incoming beams** check box.

If you are unable to beam information between two devices, try the following:
- Transfer only one file or no more than 25 contact cards at a time.
- When using IR, make sure nothing is between the two IR ports.
- Adjust the room lighting or move to another location (some types of light interfere with beaming).

When using Bluetooth, if the device that you want to beam to doesn't appear in the list, make sure that the device is turned on, visible and within close range of your device. Also, make sure that Bluetooth is turned on.

In the calendar, contacts, notes, tasks, Excel Mobile, Word Mobile and PowerPoint Mobile programs, you can beam files and information to other devices using Bluetooth or infrared.

To beam information:
1. From the program, select the **item** you want to beam.
2. Tap **menu** > **beam [type of item]**.
3. Do one of the following:
   - If using Bluetooth, tap the **device** to which you want to send the item.
   - If using infrared, **align the infrared (IR) ports** at close range until the target device name appears, and then tap the **device** to which you want to send the item.

> ⓘ **IMPORTANT NOTE!**
>
> *Files are saved automatically before they are beamed. If a Word document or Excel workbook was created on a PC, unsupported content and formatting may be lost when the files are saved.*

To beam information using Bluetooth:
2. Tap ![icon] > **settings** > **connections** tab > **beam**.
3. Select the **receive all incoming beams** check box.

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 Regulatory and Maintenance

Regulatory information

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Janam Technologies LLC assumes no responsibility for any damage or loss resulting from the use of this guide. Janam Technologies LLC assumes no responsibility for any loss or claims by third parties which may arise through the use of this product. Janam Technologies LLC assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

ⓘ**IMPORTANT NOTE!**
Please read the end-user software license agreement with this product before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of the end-user software license agreement.

For additional information, visit www.janam.com or call +1.877.JANAM.99.

The CE mark on the product indicates that the system has been tested to and conforms with the provisions noted within the 89/336/EEC Electromagnetic Compatibility Directive.

For further information, please contact:
Janam Technologies; 100 Crossways Park West, Suite 105; Woodbury, NY 11797.

Janam Technologies shall not be liable for use of our product with equipment (i.e., power supplies, personal computers, etc.) that is not CE marked and does not comply with the Low Voltage Directive.

FCC and Canadian compliance

XM Series mobile computers meet or exceed all applicable standards and have been manufactured to the highest level of quality. To see the specific labels associated with RF terminals configurations, visit www.janam.com. **Warning:** Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user authority to operate the equipment.

XM Series batch terminal

Regulatory and safety approvals

Parameter	Specification
U.S.A.	FCC Part 15, Subpart B
Canada	ICES-003 Issue 4
European	EN55022:1998+A1: 2000+A2:2003
Community	EN55024:1998+A1: 2000+A2:2003
Australia	AS/NZS CISPR 22:2004

This Class B digital apparatus complies with the Canadian ICES-003.
Cet appareil numerique de la Class B est conforme a la norm NMB-003 du Canada.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

L'utilisation de ce dispositif est autorisée seulement aux deux conditions suivantes : (1) il ne doit pas produire de brouillage, et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

XM Series RF Terminals with 802.11b/g and/or Bluetooth

RF, regulatory and safety approvals

Parameter	Specification
RF approvals	
U.S.A.	FCC Part 15 Subpart B and Subpart C
Canada	RSS 210 Issue 6

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference; and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional **suggestions. The user may find the following booklet helpful: "Something about Interference." This is** available at local FCC regional offices. Our company is not responsible for any radio or television interference caused by unauthorized modifications of this equipment or the substitution or attachment of

connective cables and equipment other than those specified by our company. The correction is the responsibility of the user. Use only shielded data cables with this system.

⚠ This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. To maintain compliance with the FCC RF exposure guidelines for body-worn operation, do not use accessories that contain metallic components other than what is specified by the manufacturer.

This Class B digital apparatus complies with the Canadian ICES-003.
Cet appareil numerique de la Class B est conforme a la norm NMB-003 du Canada.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

L'utilisation de ce dispositif est autorisée seulement aux deux conditions suivantes : (1) il ne doit pas produire de brouillage, et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

RF, regulatory and safety approvals

Parameter	Specification
R&TTE	EN 300 328 v1.6.1 (2004-11)
	EN 301 489-1 v1.6.1 (2005-09)
	EN 301 489-17 v1.2.1 (2002-08)
	EN 60950-1: 2001+A11
	EN 50371: 2002
Australia	AS/NZS CISPR 22: 2004

This product is marked with $C\epsilon$0979 in accordance with the Class II product requirements specified in the R&TTE Directive, 1999/5/EC. The equipment is intended for use throughout the European Community.

Care and cleaning of terminals

When needed, clean the image engine window and the LCD display with a clean, non-abrasive, lint-free cloth. The terminal can be cleaned with a damp cloth.

Waste electrical and electronic equipment (WEEE) information

This product has required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment, if not properly disposed.

In order to avoid the dissemination of those substances in our environment and to diminish the pressure on the natural resources, we encourage you to use the appropriate take-back systems for product disposal. Those systems will reuse or recycle most of the materials of the product you are disposing in a sound way.

The crossed out wheeled bin symbol informs you that the product should not be disposed of along with municipal waste and invites you to use the appropriate separate take-back systems for product disposal.

If you need more information on the collection, reuse and recycling of these systems, please contact your local region's waste administration. You may also contact your supplier for more information on the environmental performances of this product.

Battery Warning

CAUTION!
RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

Use only Janam-approved batteries such as the BA-XP-1 and recharge batteries using only Janam-approved chargers. Use only easily accessible wall outlets that are reached with the length of the supplied power cables.

The standard charger provides an easy and convenient way to charge the device. You can purchase the charger through an authorized dealer. Visit Janam's website www.janam.com for information.

The socket-outlet shall be installed near the equipment and shall be easily accessible.

General information

1. Before using the standard charger, read all instructions and warnings.
2. Please retain these instructions for future reference.

Warning

1. No user serviceable parts inside. Do not open the charger. The charger is not serviceable.
2. If found any damage or cracking on the enclosure of the charger, do not use the charger. This charger shall be disposed of.
3. Do not short-circuit the output terminals of the charger.
4. The charger is for indoor use only. Do not expose the charger to moisture or place the charger at location which could subject to water spillage.
5. The standard charger is designed for use with this barcode scanner only. Do not use this charger for other purpose.

Operating instructions

1. Insert the **output plug** of the standard charger to the barcode scanner before plugging the charger into the AC power socket outlet.
2. After use, always **unplug** the standard charger from the socket outlet.
3. Ensure that your local power supply system complies with the technical data of the standard charger.